

ILLINOIS



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Securities (SEC) RED
Liquor Licenses (SALOON) YEL
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NLETS (NLETS) YEL
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Guns (GUN) RED
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(CDC)

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AGENCY / CDC DIRECTORY

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AGENCY/CDC DIRECTORY (16)

I. INTRODUCTION

This chapter provides details on using the computerized CDC and ORI Directories available in LEADS and NLETS. The LEADS ADMQ inquiries and NLETS ORION directory provide LEADS users with a complete computerized CDC/ORI directory. These directories allow Illinois agencies to determine what agency a CDC or ORI belongs to, or what the CDC or ORI for a specific agency is. ORION allows agencies to obtain the address, telephone number, 24 hour service status, CHRI access level, and other information for agencies throughout the United States.

Additionally, this chapter lists broadcast keys, region codes, and control point message keys for sending messages simultaneously to multi-agencies within Illinois, and outside Illinois. Maps of Illinois showing the state police districts and interstates, and of the United States identifying the message regions are provided. Universal ORIs are also listed in this chapter.

The last portion of this chapter contains a "hardcopy" CDC directory. This directory provides agency CDC, name, address, telephone number, and other data. With the constant addition of new terminals, changing addresses, etc., this directory is usually outdated quickly. Inquiry through ADMQ and ORION will provide more current, accurate information.

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II. ADMQ - AUTOMATED DIRECTORY INQUIRIES FOR ILLINOIS AGENCIES

A. WHAT IS AN ADMQ INQUIRY? -- Agencies may inquire using an ADMQ message key to obtain the CDC (Call Directing Code; Illinois computer address) of an agency, to obtain the ORI (the nine position "national" computer address used for interstate communications and inquiries) of an agency, or determine what agency is assigned a specific CDC. These inquiries may be made on any criminal justice agency within Illinois. Inquiries may be made free-form, or in the Directed Message (LFR.ADM) format. These inquiries provide LEADS users with an automated computer address directory.

B. OBTAINING THE CDC FOR AN AGENCY -- When you need to send a message to an agency, but do not know the CDC, the following free-form or format inquiry may be made:

1. Free-form Inquiries to Obtain CDC -

Message Key: ADMQ.

Agency Name: ORA/_____.

Agency Location: LOC/_____.

- a. By ORA: Inquiry to obtain a CDC using the ORA (agency name and type) will result in a response listing CDC, ORI, agency name, and city that agency is located in. The inquiry would be structured: **ADMQ.ORA/MCLEAN PD.** If the "type" (PD, SO, etc.) of law enforcement agency is known, this should be included in the inquiry to obtain only that specific agency. If type is not indicated in the agency name, a listing of departments with "like" names (MCLEAN PD, MCLEAN CO SO, etc.) will return.

Another example of inquiry by "like" names is using a word common to several agencies, such as HILLS or HEIGHTS (must be a minimum of five letters). **ADMQ.ORA/HILLS.** or **ADMQ.ORA/HEIGHTS.** will return a listing of all agencies with HILLS or HEIGHTS in their name; Hillsboro, Hillside, Lake in the Hills, etc. To obtain a sample response illustrating this capability, you may use one of the above examples.

- b. By LOC: Inquiry to obtain a CDC using the LOC (city the agency is located in) will result in a search for matches on that location. The complete location need not be specified, but at least two letters are required. This capability is provided in the instance you may be unsure of the spelling of an agency name. An example of this type of inquiry is **ADMQ.LOC/MATTESON.** If you were unsure of the spelling of Matteson, and inquired on Matesen, you would still get a response.

Optional type (TYP/) and state (STA/) fields may also be included when inquiring by location. If the state field indicates a state other than Illinois, the inquiry will be automatically re-directed to ORION. For additional information about ORION and codes for these optional fields, see page CDC-7.

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2. Format Inquiries to Obtain CDC -- (format call-up LFR.ADM.)

- a. Backspace into the message key field (ADM I.) and change the "I" to a "Q".

b. Type ORA/ immediately followed by the agency name; OAK LAWN PD or
.....

c. type LOC/ immediately followed by the desired city name.

After completing two of the above steps (message key change and either ORA/ or LOC/), the first line of your format should appear as follows:

M/_____ .ADM Q. ORA/OAK LAWN PD

or

M/ .ADM Q. LOC/MATTESON

You may now transmit your inquiry.

d. Sample Format Completion

Format call up LFR.ADM.

M/ .ADM Q. ORA/OAK LAWN PD

MSG NR: ADDR/

ATTN: _____ INT/_____

ORA/ AUTH:

TEXT/

[illegible]

.....

.....

II.B. OBTAINING THE CDC FOR AN AGENCY (Continued)

3. Response Interpretation

- a. An inquiry using ORA/ with the ADMQ message key will result in a response much like the one shown below. If type (PD, SO, etc.) is not included in the agency name, the response will consist of agencies with a "like" name; MCLEAN PD and MCLEAN CO SO.

Inquiry: ADMQ.ORA/OAK LAWN PD.

1)	CDC*****ORI*****ORA*****LOC*****	
2)	ACB IL0168000 OAK LAWN PD	OAK LAWN
3)	ECB IL01680E1 OAK LAWN PD	OAK LAWN
4)	JCB IL01680J1 OAK LAWN PD	OAK LAWN
5)	OCB IL01680J2 OAK LAWN PD	OAK LAWN
6)	TCB IL01680T1 OAK LAWN PD, COMM CENTER	OAK LAWN
7)	UCB IL01680U1 OAK LAWN PD	OAK LAWN
8)	WCB IL01680W1 OAK LAWN PD, COMM CENTER	OAK LAWN

Line 1) provides the "header" information for the below columns. The first column is the CDC(s) for the agency, the second provides the ORI(s), the third (ORA) provides the agency name, and the last (LOC) lists the city the agency is located in.

Line 2) provides the CDC, ORI, ORA, and city the agency is located in. If the agency has only one terminal, your response will consist only of lines 1) and 2), however, multi-terminal agencies will have additional lines representing all additional terminals (lines 3 through 8 in this example).

- b. An inquiry using LOC/ with the ADMQ message key will result in a response similar to the following:

Inquiry: ADMQ.LOC/MATESEN

**SEARCH ON LOC/MATESEN REQUESTED

**MATCHES USING LOC/MAT FOLLOW:

CDC*****ORI*****ORA*****LOC*****	
AMN IL0150300 MATTOON PD	MATTOON
AMT IL0166600 MATTESON PD	MATTESON
EMN IL01503E1 MATTOON PD	MATTOON
HMT IL01666H1 MATTESON PD	MATTESON
JMN IL01503J1 MATTOON PD	MATTESON
NMR* IL0660300 MATHERVILLE PD	MATHERVILLE
XMT IL01666X1 MATTESON PD	MATTESON

'*' INDICATES MESSAGE SERVICE AGREEMENT FOR NON-TERMINAL AGENCY

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II.B.3. Response Interpretation (Continued)

NOTE: A serviced, or non-terminal agency includes those who do not have a terminal of their own and rely on a terminal agency for all LEADS/NLETS/NCIC computer traffic, and agencies that have a terminal for administrative purposes but rely on another agency or communications center for all CHF maintenance and LEADS/NLETS messages. Serviced agencies are listed in the ADMQ Directory, but the CDC is flagged with an asterisk to indicate it belongs to a department that handles computer traffic for the serviced agency. The department providing service is responsible for ensuring the serviced agency receives all messages directed to them.

```
CDC*****ORI*****ORA*****LOC*****
LMK*  IL0990600  FRANKFORT PD          FRANKFORT
```

'*' INDICATES MESSAGE SERVICE AGREEMENT FOR NON-TERMINAL AGENCY

- C. INQUIRIES ON A CDC TO DETERMINE AGENCY -- Should you receive a message that is not signed by the sending agency, you may wish to inquire on the CDC to find out who sent the message to you.

1. Free-Form Inquiry to Obtain Agency Name

Message Key: ADMQ.

CDC: CDC/___.

SAMPLE INQUIRY: ADMQ.CDC/ATH.

2. Format Inquiry to Obtain Agency Name -- As shown in the sample format on page CDC-3, in the LFR.ADM format, change the 'I' to a 'Q'. Complete the inquiry by typing CDC/xxx on the line after the message key. When complete, the first line of your format should appear as shown below:

M/ _____ .ADM Q. CDC/ATH _____

3. Response Interpretation -- The above inquiry will result in the following response:

```
a) CDC*****ORI*****ORA*****LOC*****
b) ATH  IL0168300  ORLAND PARK PD          ORLAND PARK
```

Line a) provides the "header" information; CDC, ORI, ORA, and LOC (city).

Line b) lists the CDC you inquired upon, the ORI for that agency, the name of the agency, and city they are located in.

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II. ADMQ - AUTOMATED DIRECTORY INQUIRIES FOR ILLINOIS AGENCIES (Continued)

- D. OBTAINING AGENCY NAME AND/OR CDC FROM ORI -- It is also possible to obtain the agency name and/or CDC by inquiring through ADMQ with an ORI. It should be rare, however, that you have only an Illinois ORI without a CDC or ORA.

1. Free-Form Inquiry to Obtain ORI

Message Key: ADMQ.
ORI: ORI/IL_____.

SAMPLE INQUIRY: ADMQ.ORI/IL0168300.

2. Format Inquiry to Obtain ORI -- As shown in the sample format on page CDC-3, in the LFR.ADM format, change the 'I' to a 'Q'. Complete the inquiry by typing ORI/xxxxxxxx on the line after the message key. When complete, the first line of your format should appear as shown below:

M/ _____ .ADM Q. ORI/IL0168300 _____

3. Response Interpretation -- The above inquiry will result in the following response:

a. CDC*****ORI*****ORA*****LOC*****
b. ATH IL0168300 ORLAND PARK PD ORLAND PARK

Line a) provides the "header" information; CDC, ORI, ORA, and LOC (city).

Line b) lists the CDC you inquired upon, the ORI for that agency, the name of the agency, and city they are located in.

- E. OBTAINING THE ORI OF AN ILLINOIS AGENCY -- If you wish to know the ORI, for an agency, you may use the ADMQ formula as previously illustrated on pages CDC-2 and -3 by inquiring on CDC, ORA or LOC. However, the ORION file, available via NLETS, will provide not only the ORI, but address, telephone, and other data. For more information about ORION inquiries, refer to pages CDC-7 through -15.

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III. ORION - NLETS ON-LINE AGENCY DIRECTORY

- A. WHAT IS ORION? -- LEADS/NLETS users may access ORION as an automated computer directory. An inquiry into ORION will provide you with the mailing address, telephone number, fax number, agency type, hours of service, etc. for the specified Illinois or out-of-state agency. Data in the ORION files is available for agencies in Illinois, all other participating states, and the Virgin Islands, Puerto Rico, and Washington, D.C. Additionally, other foreign-based United States Federal agencies and Canadian agencies are available.

NOTE: It is the responsibility of each agency to check their own ORION record for accuracy. Agencies that service non-terminal agencies must validate the ORION record(s) for the non-terminal agencies they service. NLETS will not forward messages to or from terminals listed as unauthorized or inactive. Check your ORION record to ensure accuracy. Notify terminal KQC of any corrections.

- B. INQUIRY BY LOCATION -- If you need the ORI, telephone number, or address of an agency, you can inquire using the location and state that agency resides in. As with the ADMQ inquiries, the system is designed to allow for spelling errors; it will continue to search for a match, down to the first two letters. For example, if the inquiring agency used TUSCON, ORION would search for TUSCON, then TUSCO, TUSC, TUS, and finally TU and would return all agencies beginning with TU. If ORION had found a match on TUSC, or any other step, the search would stop at that point and the inquiring agency would receive a response based on that match.

1. Format Call-up -- The first step necessary to initiate an ORION inquiry is calling up the format using LFR.FORI. The format will appear as follows:

M/_____.ORI. IL .ORI/_____
LOC/_____ TYP/___ FED/___

2. Using the State Field -- The format automatically provides IL to allow inquiry on Illinois agencies. If you are inquiring on an agency that is not located in Illinois, you must "back in" and change the IL to the appropriate two-letter state code, or DC (Washington D.C.), PR (Puerto Rico), VI (Virgin Islands), CN (Canada), and FN (foreign-based Federal agencies). NOTE: Foreign-based Federal agencies may or may not be listed in ORION.
3. Using the Location (LOC) Field -- The LOC field must be completed with the location of the agency. An example of this would be an inquiry to find Washington County Sheriff's Office, Tennessee. The LOC/ field could be completed with Washington or Johnson City, which is the city Washington CO SO is located in.

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III.B. INQUIRY BY LOCATION (Continued)

4. Using the Type (TYP) Field -- The TYP field is optional, but can be useful in limiting your search if desired. If your inquiry indicated Johnson City, Tennessee, you would get Washington CO SO, Johnson City PD, etc. To get only the specific agency you desire, you may use one of the following type codes.

LAW ENFORCEMENT AGENCIES

PD = CITY POLICE
SO = COUNTY POLICE
SA = STATE POLICE
LE = OTHER POLICE (not fitting in above categories)
FE = FEDERAL POLICE AGENCY

CRIMINAL JUSTICE AGENCIES

JC = CORRECTIONS
JG = PROBATION
JJ = COURT
JA = PROSECUTOR
JF = ANY FEDERAL NON-CRIMINAL JUSTICE AGENCY
CJ = WILL RETURN LIST OF ALL DEFINED NON-LAW ENFORCEMENT CRIMINAL JUSTICE AGENCIES AND SHOULD BE USED AS A GENERAL TYPE FOR ALL AGENCIES WITH AN ORI ENDING WITH B, M, N, OR Y.

NON-CRIMINAL JUSTICE AGENCIES

NJ = NON-CRIMINAL JUSTICE AGENCIES SUCH AS DMV OR SOS

5. Using the FED Field -- The FED (federal) field may also be used with a location inquiry. For more details about use of this field, refer to CDC-10 FEDERAL AGENCY INQUIRIES.

6. Sample Format Completion --

- a. By Location only

M/ _____ .ORI. FL .ORI/ _____
LOC/ SARASOTA _____ TYP/ ____ FED/ ____

- b. By Location and Type

M/ _____ .ORI. FL .ORI/ _____
LOC/ SARASOTA _____ TYP/ PD FED/ ____

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III. ORION - NLETS ON-LINE AGENCY DIRECTORY (Continued)

C. INQUIRY BY ORI -- You may retrieve data from ORION by inquiring on an agency ORI. This inquiry will always provide information for one specific agency because an ORI is unique to an agency. As with the location inquiry, you may inquire on Illinois and out-of-state agencies.

1. Format Call-Up -- The first step necessary to initiate an ORION inquiry is calling up the format using LFR.FORI. The format will appear as follows:

M/_____.ORI. IL .ORI/_____
LOC/_____ TYP/___ FED/___

2. Using the State Field -- The format automatically provides IL to allow inquiry on Illinois agencies. If you are inquiring on an agency that is not located in Illinois, you must "back in" and change the IL to the appropriate two-letter state code, or DC (Washington D.C.), PR (Puerto Rico), VI (Virgin Islands), CN (Canada), and FN (foreign-based Federal agencies). NOTE: Foreign-based Federal agencies may or may not be listed in ORION.

3. Using the ORI Field -- The ORI field must be completed with a nine-character ORI of the agency you wish to inquire on. An example would be if you need to obtain the address or telephone number of Lansing, Illinois PD (IL0165900) or Bristol, Virginia PD (VA1000000). An inquiry using the appropriate ORI will return the information for that specific agency.

4. Sample Format Completion

M/_____.ORI. IL .ORI/IL0165900
LOC/_____ TYP/___ FED/___

M/_____.ORI. VA .ORI/VA1000000
LOC/_____ TYP/___ FED/___

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III. ORION - NLETS ON-LINE AGENCY DIRECTORY (Continued)

D. INQUIRY BY FEDERAL AGENCY IDENTIFIER -- Federal agencies are "grouped" separately in ORION since you may be looking simply for the nearest specific federal agency (DEA, FBI, etc.), but may not know what city to look in. For example, if you need to find the Federal Bureau of Identification (FBI) in Iowa, you can inquire into ORION using the FED field and the State field to get the information for FBI agencies in Iowa. To allow this capability, ORION provides special federal codes.

1. Format Call-up -- The first step necessary to initiate an ORION inquiry is calling up the format using LFR.FORI. The format will appear as follows:

M/_____ .ORI. IL .ORI/_____
LOC/ _____ TYP/ ____ FED/ ____

2. Using the State Field -- The format automatically provides IL to allow inquiry on Illinois agencies. If you are inquiring on an agency that is not located in Illinois, you must "back in" and change the IL to the appropriate two letter state code, or DC (Washington D.C.), PR (Puerto Rico), VI (Virgin Islands), CN (Canada), and FN (foreign-based Federal agencies). NOTE: Foreign-based Federal agencies may or may not be listed in ORION.
3. Using the Location (LOC) Field -- The LOC field is optional with federal inquiries. If you know the location for a particular agency, you may complete the LOC field with that location, which will narrow your request to the agency specified in the FED field in the location indicated. If LOC is not completed, you will receive "statewide" information. An example would be if you wished to obtain information for the Drug Enforcement Administration (DEA) in Cedar Rapids, Iowa, you would complete the LOC field with Cedar Rapids. If not indicated in the LOC field, you will get records for all DEA in the state of Iowa.
4. Using the FED Field -- The FED field is used to indicate the "type" of federal agency you are inquiring on. ORION has a special searching process that requires specific codes. This field must contain one of the following codes:

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III.D.4. Using the FED Field (Continued)

<u>AGENCY TYPE</u>	<u>FED CODE</u>
Alcohol Tobacco Firearms	ATF
Bureau of Indian Affairs	BIA
Capitol Police	MSC
Coast Guard	MSC
Defense Investigative Service	MSC
Dept. of Agriculture	MSC
Dept. of Commerce	MSC
Dept. of Defense	MSC
Dept. of Interior	DOI
Dept. of Justice	DOJ
Dept. of Labor	MSC
Dept. of State	DOS
Drug Enforcement Administration	DEA
Dulles Airport	MSC
Federal Aviation Administration	FAA
Federal Bureau of Investigation	FBI
Federal Protective Sys.	MSC
Food and Drug Administration	MSC
Health Human Services	MSC
Immigration and Naturalization	INS
Internal Revenue Service	IRS
Naval Investigation Service	NIS
Office Special Investigations	OSI
Park Police	MSC
Postal Inspection Service	PIS
Secret Service	SSA
US Air Force	AFO
US Army	USA
US Customs	USC
US Marshall	USM
US Navy	MSC
Veterans Administration	MSC
Washington National Airport	MSC

5. Sample Format Completion

a. By Location and FED Code

M/_____.ORI. IA .ORI/_____
LOC/ CEDAR RAPIDS TYP/___ FED/ DEA

b. By State and FED Code

M/_____.ORI. IA .ORI/_____
LOC/_____ TYP/___ FED/ DEA

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III. ORION - NLETS ON-LINE AGENCY DIRECTORY (Continued)

- E. RESPONSE INTERPRETATION -- The responses to all ORION inquiries (location, ORI, and federal codes) are structured the same. In the case of all three inquiry types, if there are three or fewer matching records, the complete content of all matching records is returned. However, if there are four or more matches, a summary of each matching record is returned. If your inquiry results in multiple summary records, a second inquiry can be made on the specific ORI to obtain the complete record for the desired agency. No more than fifty matches will be returned on a single inquiry. If this occurs, you will have to narrow the search by providing more information. For example, you may wish to include TYP or LOC, etc.

If ORION does not find a match for your inquiry, you will receive a "NO RECORD" message. You may wish to send a directed message to the appropriate state control point for assistance in contacting the desired agency. Foreign-based agencies (FN) can be contacted by sending a message to a related US based federal agency.

1. Sample Summary Response

a) ZPB 11.41.04 07/03/92 IL016XYZ1

b) ORION INQUIRY RESPONSE FROM NLETS

c) WASHINGTON COUNTY SHERIFF'S OFFICE	JOHNSON CITY	TN0900000	AYF
d) JOHNSON CITY POLICE DEPARTMENT	JOHNSON CITY	TN0900100	AYF
e) WASHINGTON COUNTY 911 CENTER	JOHNSON CITY	TN090013P	AN
f) EAST TN STATE UNIV CAMPUS PD	JOHNSON CITY	TN0900300	CY

g) - CODE TRANSLATION FOR LAST 3 COLUMNS -

h) A = 24 HR SERVICE, W/TERMINAL	B = NOT 24 HR SERVICE, W/TERMINAL
i) C = 24 HR SERVICE, NO TERMINAL	D = NOT 24 HR SERVICE, NO TERMINAL
j) Y = AUTH TO SND/RCV CHRI VIA NLETS	N = NOT AUTH TO SND/RCV CHRI VIA NLETS
k) F = FAX TRANSMISSION AVAILABLE	* = NON-CRIMINAL JUSTICE AGENCY

Line a) inquiring agency CDC, time and date of inquiry, inquiring agency ORI.

Line b) identifies response as coming from ORION via NLETS.

Lines c - f) agency name, location, agency ORI, service codes (see below).

Line g) code translation header.

Lines h - k) service codes translated. One or more of the codes will appear at the far right of each agency line; for example, the first agency listed in the response is Washington County with the services codes of AYF. Using the translation codes, we know that Washington County is a 24 hour agency with a terminal, can send and receive CHRI via NLETS, and has a fax machine.

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III.E. RESPONSE INTERPRETATION (Continued)

2. Sample Complete Agency Record

- a) ZPB 11.42.29 07/03/92 IL016XYZ1
- b) ORION INQUIRY RESPONSE FROM NLETS
- c) ORI/TN0900100 LOC/JOHNSON CITY
- d) JOHNSON CITY POLICE DEPARTMENT
- e) 601 EAST MAIN STREET
- f) JOHNSON CITY 37601
- g) TYPE - PD
- h) PHN # (615)926-5134
- i) FAX # (615)926-0627
- j) 24 HOUR SERVICE, WITH TERMINAL
- k) - LAW ENFORCEMENT AGENCY -
- l) AUTHORIZED TO SEND/RECEIVE CRIMINAL HISTORY VIA NLETS
- m) ORI IS ACTIVE
- n) NOT AUTHORIZED TO ADD/CANCEL ORIS
- o) NOT AUTHORIZED TO PERFORM CONTROL TERMINAL FUNCTIONS
- p) OWNER: TN CREATED: 11/17/88 UPDATED: 11/17/88 CERTIFIED: / /

Line a) inquiring agency CDC, time and date of inquiry, inquiring agency ORI.

Line b) identifies response as coming from ORION via NLETS.

Line c) agency ORI and location.

Line d) agency name.

Lines e & f) agency's street address, city and zip code.

Line g) type of agency (city police, county police, etc.)

Line h) agency telephone number.

Line i) agency fax number, if available.

Line j) hours of service and indication if agency has terminal.

Line k) category of agency (law enforcement, federal law enforcement, etc.).

Line l) CHRI authorization.

Line m) status of ORI.

Lines n & o) functional authority.

Line p) equipment owner, date ORION record created, updated and certified.

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AGENCY/CDC DIRECTORY (16)

III.E. USING THE FED FIELD (Continued)

3. Sample No Record Response

- a) ZPB 15.03.18 07/02/92 IL016XYZ1
- b) ORION INQUIRY RESPONSE FROM NLETS
- c) * NO RECORD FOUND FOR LOC/ WINDYCITY

Line a) inquiring agency CDC, time and date of inquiry, inquiring agency ORI.

Line b) identifies response as coming from ORION via NLETS.

Line c) indicates a match was not found for a location inquiry on Windycity. You may wish to inquire again with more information, or send a directed message to the appropriate state control point.

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AGENCY/CDC DIRECTORY (16)

IV. ILLINOIS BROADCAST KEYS

- A. WHAT IS A BROADCAST KEY? -- A broadcast key allows an agency to send one message to an area within Illinois that will be received by all terminals in the designated area. A broadcast key doesn't look like a CDC, but is used in the same manner; as a computer address. You may compare a CDC to a specific street address, and the broadcast key would compare to the city that address is in. This saves you from sending the same message individually to a multitude of terminals. You may send to several areas in the same manner (see the Directed Message chapter for additional information).

CAUTION: Never send a message to areas that will not reasonably be interested in the contents. If your message would be of interest only to agencies north of I80, it should not be sent to any agencies south of I80. Never, ever send a message to all agencies in the entire state unless it effects all agencies in the entire state; a disaster message (earthquake, tornado affecting large area of the state) would qualify. A forcible felony, with a vehicle description, occurring within the last hour can be sent statewide if you have reason to believe the suspects could be travelling through a significant portion of the state. Normally, the message would be sent to all terminals in your area only.

- B. BROADCAST KEYS -- Most broadcast keys are based on the State Police Districts. If you wished to send a message to a majority of terminals located in District 4, the broadcast key would be L04; for agencies located in District 22, send to L22. The key will always begin with an "L", and followed by the two-digit District number. The message will be received by all terminals in the specified State Police District and by terminals that have elected to receive the area's broadcasts (for more information refer to the Appendices Chapter, Selective County Broadcasting).

If you needed to send a message to all terminals in Illinois, there is also a broadcast key for that purpose; LUUU. Instead of typing a CDC, you will type the characters LUUU. Remember, if you are sending a message statewide, it must be for a valid purpose (see IV. A. **CAUTION**).

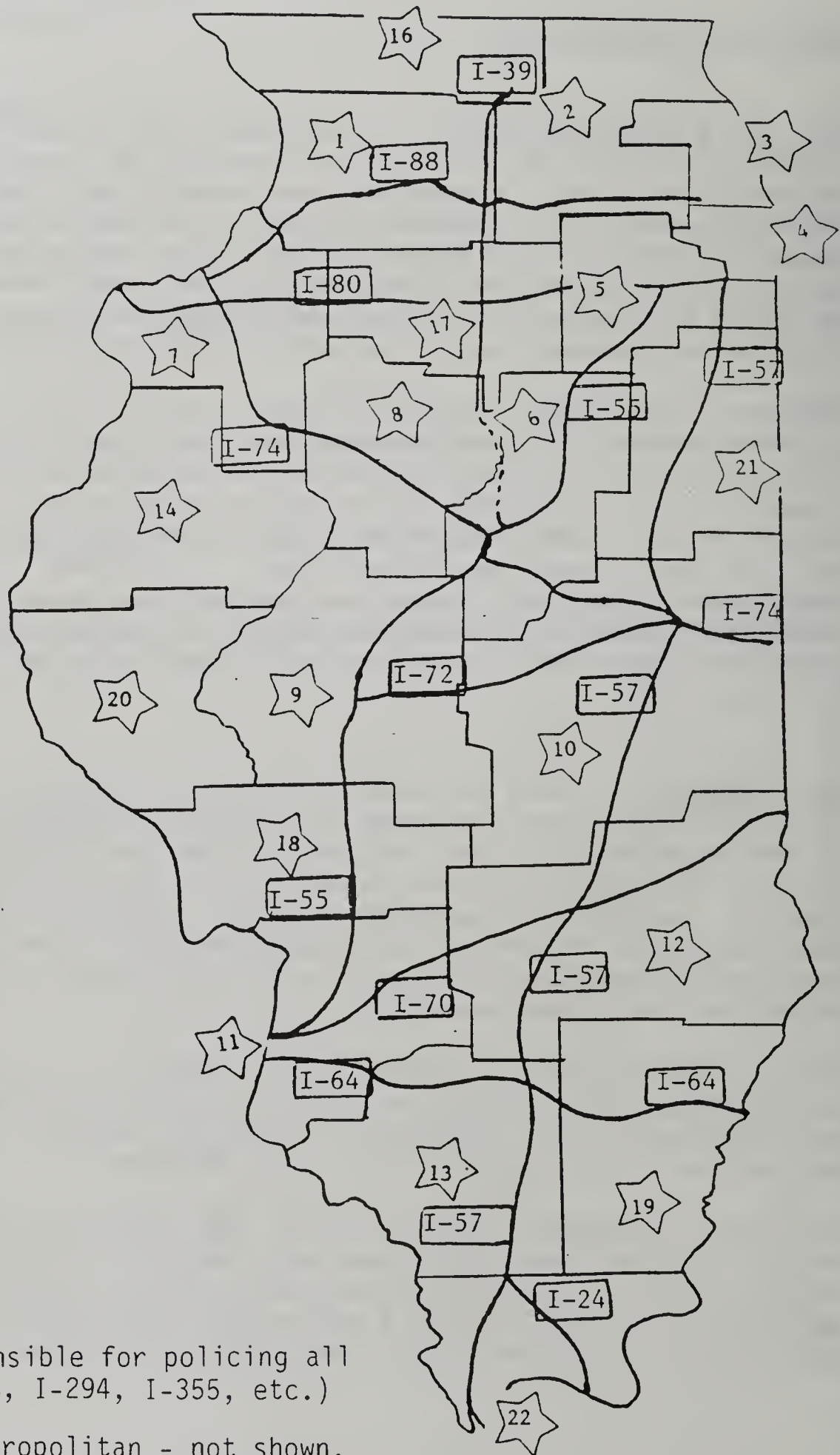
For your convenience, the following page contains a map outlining the State Police Districts and the Interstate routes in Illinois. The map can be beneficial when determining what areas should receive your message along a specific route of traffic. A county map, with District boundaries, has also been provided to assist you in determining what areas to send to.

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DISTRICTS		KEY
1	STERLING	L01
2	ELGIN	L02
3	CHICAGO	L03
4	CRESTWOOD	L04
5	JOLIET	L05
6	PONTIAC	L06
7	ROCK ISLAND	L07
8	PEORIA	L08
9	SPRINGFIELD	L09
10	PESOTUM	L10
11	COLLINSVILLE	L11
12	EFFINGHAM	L12
13	DUQUOIN	L13
14	MACOMB	L14
15	OAKBROOK *	
16	ROCKFORD	L16
17	LASALLE	L17
18	LITCHFIELD	L18
19	CARMI	L19
20	PITTSFIELD	L20
21	ASHKUM	L21
22	ULLIN	L22

I-24
I-39
I-55
I-57
I-64
I-70
I-72
I-74
I-80
I-88
I-90 **
I-94 **

** Primarily Chicago-metropolitan - not shown.

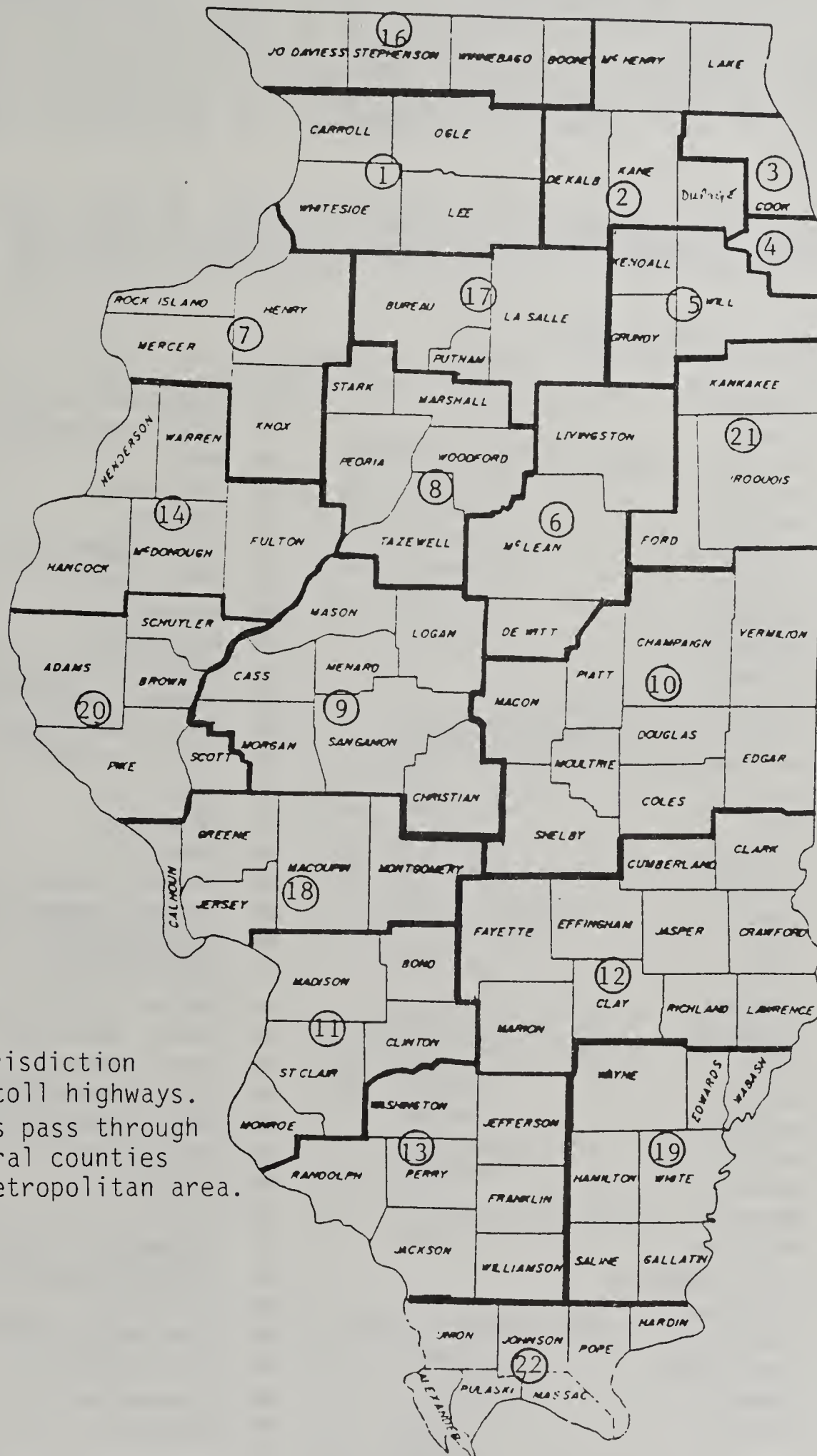


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ILLINOIS STATE POLICE DISTRICT BOUNDARIES

- 1 STERLING
- 2 ELGIN
- 3 CHICAGO
- 4 CRESTWOOD
- 5 JOLIET
- 6 PONTIAC
- 7 ROCK ISLAND
- 8 PEORIA
- 9 SPRINGFIELD
- 10 PESOTUM
- 11 COLLINSVILLE
- 12 EFFINGHAM
- 13 DUQUOIN
- 14 MACOMB
- 15 OAKBROOK *
- 16 ROCKFORD
- 17 LASALLE
- 18 LITCHFIELD
- 19 CARMi
- 20 PITTSFIELD
- 21 ASHKUM
- 22 ULLIN



* District 15's jurisdiction encompasses the toll highways. The toll highways pass through portions of several counties in the Chicago-metropolitan area.

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AGENCY/CDC DIRECTORY (16)

V. STATE CONTROL POINTS

- A. WHAT IS A CONTROL POINT? -- Every state and every federal agency that participates in NLETS has one terminal designated as the Control Point. The state Control Points are addressed by their two-letter state code where as Federal agencies are assigned unique two-letter codes. State Control Points are responsible for handling requests for broadcasting messages within their state and for answering questions of an operational nature regarding that state's system.

When sending messages to Control Points, do not send to Illinois (IL). Illinois messages should be addressed to specific CDCs or broadcast keys.

B. CONTROL POINTS CODES --

AL	Alabama	SH	National Sheriff's Assn.
AK	Alaska	DN	Naval Investigative Service
AM	American Samoa	FB	NCIC
AZ	Arizona	NB	Nebraska
AR	Arkansas	NV	Nevada
CA	California	NH	New Hampshire
CN	Canada	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DE	Delaware	NL	NLETS Control Terminal
DJ	Department of Justice	NX	NLETS Executive Director
DC	District of Columbia (Metropolitan police only)	NC	North Carolina
FA	FAA	ND	North Dakota
FB	FBI	OH	Ohio
FL	Florida	OK	Oklahoma
GA	Georgia	OR	Oregon
HI	Hawaii	PA	Pennsylvania
ID	Idaho	PS	Postal Inspection Service
IL	Illinois	PR	Puerto Rico
IN	Indiana	RI	Rhode Island
IP	INTERPOL	SS	Secret Service
IA	Iowa	SC	South Carolina
KS	Kansas	SD	South Dakota
KY	Kentucky	DS	State Department
LA	Louisiana	TC	TECS (Treasury Enforcement)
ME	Maine	TN	Tennessee
MR	Marshall's Service (U.S.)	TX	Texas
MD	Maryland	UT	Utah
MA	Massachusetts	VT	Vermont
MI	Michigan	VI	Virgin Islands
MN	Minnesota	VA	Virginia
MS	Mississippi	WA	Washington
MO	Missouri	WV	West Virginia
MT	Montana	WI	Wisconsin
		WY	Wyoming

AP All State and Federal Control points nationwide. **CAUTION:** A message sent nationwide must impact the entire country.

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VI. NLETS REGION CODES

- A. WHAT IS AN NLETS REGION CODE? -- A region code can be compared to an Illinois broadcast key; they allow you to send to multiple states in one message. Each of the eight regions are addressed by a two-character code. A message sent to a region code is delivered to all NLETS Control Points within that region. The Control Points would then be responsible for routing the message appropriately within their state.

A message sent to any region must affect the majority of states in that region. There are seven states in Region "G". If your message is applicable to only three of these states, the message should be directed specifically to those three state Control Points.

- B. REGION CODES -- When sending to a two-character region code, the first character will always be "A". The second character will be the appropriate region.

REGION A (coded AA)

CT Connecticut
ME Maine
MA Massachusetts
NH New Hampshire
RI Rhode Island
VT Vermont
PS Postal Inspection Service
DS State Department

REGION B (coded AB)

DE Delaware
MD Maryland
NJ New Jersey
NY New York
PA Pennsylvania
DC District of Columbia PD
PS Postal Inspection Service

REGION C (coded AC)

KY Kentucky
NC North Carolina
SC South Carolina
TN Tennessee
VA Virginia
WV West Virginia
DJ Department of Justice
PS Postal Inspection Service

REGION D (coded AD)

AL Alabama
AR Arkansas
FL Florida
GA Georgia
LA Louisiana
MS Mississippi
PR Puerto Rico

REGION E (coded AE)

IL Illinois
IN Indiana
MI Michigan
MO Missouri
OH Ohio
WI Wisconsin

REGION F (coded AF)

IA Iowa
MN Minnesota
MT Montana
NB Nebraska
ND North Dakota
SD South Dakota
WY Wyoming

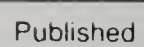
REGION G (coded AG)

AZ Arizona
CO Colorado
KS Kansas
NM New Mexico
OK Oklahoma
TX Texas
UT Utah

REGION H (coded AH)

AK Alaska
CA California
HI Hawaii
ID Idaho
NV Nevada
OR Oregon
WA Washington

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VI.B. REGION CODES (Continued)

NOTE: Because the Department of the Treasury (TC), NCIC/FBI (FB), and the Naval Investigative Service (DN) have users in all states, every regional message will automatically be sent to them.

VII. UNIVERSAL ORIs

- A. WHAT IS A UNIVERSAL ORI? -- A Universal ORI allows you to use a "generic" ORI when sending messages to other states requesting manual look-up vehicle registration data, drivers license data, code questions, etc. For example, if you were unsure of a code in another state's drivers license response, you could send your message to that state's universal ORI requesting clarification. Universal ORIs ensure your message gets sent to the appropriate terminal and save you time in looking up a specific ORI.

There are four basic types of Universal ORIs; license, VIN, drivers license, and criminal history. The license ORI allows you to obtain additional registration information and clarification from the plate number or owners name. The VIN ORI allows you to address a message related to titles or registration based on the VIN. The drivers license ORI will allow you to obtain additional status information, conviction clarification, etc. based on the drivers license number or name, sex, and date of birth. You may also obtain clarification of a criminal record response from the state repository via the criminal history universal ORI.

- B. CONSTRUCTING A UNIVERSAL ORI -- A universal ORI will always be nine characters long. The first two characters must be a two-letter state code. The state code will be followed by a three-position "type" code. The last four positions will always be zeros.

1. Type Codes --

LIC = to obtain vehicle registration information based on plate number or owner's name.

VIN = to obtain vehicle registration or title information based on VIN.

OLN = to obtain driver's license data by number or name, sex, date of birth.

SIR = to obtain clarification of data found in that state's criminal history records. NOTE: This Universal ORI may not be used to request criminal history data.

2. Sample Code Structure -- (xx = two-letter state code)

xxLIC0000	xxVIN0000	xxOLN0000	xxSIR0000
INLIC0000	COVIN0000	HIOLN0000	RISIR0000

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VIII. FOREIGN COUNTRY ORIs

If you wish to send a message to a foreign country, other than Canada, you must send to the International Criminal Police Organization (INTERPOL) at DCINTER00. INTERPOL can provide assistance in communicating with more than 125 member countries. The ORIs for Canadian agencies may be found in ORION.

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CONSOLE CHEAT SHEET FOR ADMQ AND ORION INQUIRIES

ADMQ INQUIRIES

PURPOSE

Get CDC for an agency

Find agency that belongs to
CDC

Get CDC or agency name from
ORI

SAMPLE INQUIRY

ADMQ.ORA/OAK LAWN PD.
ADMQ.LOC/OAK LAWN.

ADMQ.CDC/xxx.

ADMQ.ORI/ILxxxxxxx.

ORION INQUIRIES FORMAT CALL CODE: LFR.FORI.

PURPOSE

Inquire on location to get
agency data

Inquire on ORI to get agency
data

Inquire by Federal agency
code

FIELDS TO BE COMPLETED IN LFR.FORI FORMAT

State, LOC (TYP & FED fields optional)

State, ORI

State, FED (LOC field optional)

TYPE CODES

LAW ENFORCEMENT AGENCIES

PD = CITY POLICE
SO = COUNTY POLICE
SA = STATE POLICE
LE = OTHER POLICE (not fitting in above categories)
FE = FEDERAL POLICE AGENCY

CRIMINAL JUSTICE AGENCIES

JC = CORRECTIONS
JG = PROBATION
JJ = COURT
JA = PROSECUTOR
JF = ANY FEDERAL NON-CRIMINAL JUSTICE AGENCY
CJ = WILL RETURN LIST OF ALL DEFINED NON-LAW ENFORCEMENT CRIMINAL JUSTICE
AGENCIES AND SHOULD BE USED AS A GENERAL TYPE FOR ALL AGENCIES WITH AN
ORI ENDING WITH B, M, N, OR Y.

NON-CRIMINAL JUSTICE AGENCIES

NJ = NON-CRIMINAL JUSTICE AGENCIES SUCH AS DMV OR SOS

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FED CODE

Alcohol Tobacco Firearms	ATF
Bureau of Indian Affairs	BIA
Capitol Police	MSC
Coast Guard	MSC
Defense Investigative Service	MSC
Dept. of Agriculture	MSC
Dept. of Commerce	MSC
Dept. of Defense	MSC
Dept. of Interior	DOI
Dept. of Justice	DOJ
Dept. of Labor	MSC
Dept. of State	DOS
Drug Enforcement Administration	DEA
Dulles Airport	MSC
Federal Aviation Administration	FAA
Federal Bureau of Investigation	FBI
Federal Protective Sys.	MSC
Food and Drug Administration	MSC
Health Human Services	MSC
Immigration and Naturalization	INS
Internal Revenue Service	IRS
Naval	NIS
Office Special Investigations	OSI
Park Police	MSC
Postal Inspection Service	PIS
Secret Service	SSA
US Air Force	AFO
US Army	USA
US Customs	USC
US Marshall	USM
US Navy	MSC
Veterans Administration	MSC
Washington National Airport	MSC

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* Non-Terminal Agency: Direct messages to CDC listed.

AGENCY NAME DIRECTORY

CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
AEB	ABINGDON POLICE DEPARTMENT LEADS SUP: HARVEY L. MEADE	200 NORTH MAIN ST. ABINGDON, IL	309/462-2091 61410-0000	D07	IL0480100
ZHO *	ADAMS COUNTY PROBATION OFFICE	521 VERMONT STREET QUINCY, IL	217/223-6314 62301-0000	20	IL001013G
XHO	ADAMS COUNTY SHERIFF'S OFFICE LEADS SUP: SHARON TEDROW	ADAMS COUNTY COURTHOUSE 521 VERMONT QUINCY, IL	217/228-4573 62301-0000	D20	IL0010000
ZHO *	ADAMS COUNTY STATE'S ATTORNEY	ADAMS COUNTY COURTHOUSE 521 VERMONT ST QUINCY, IL	217/222-3632 62301-0000	20	IL001013A
XBA	ADDISON POLICE DEPARTMENT LEADS SUP: DEBRA PEKOSH	131 WEST LAKE STREET ADDISON, IL	708/543-3080 60101-0000	D02	IL0220100
KWT *	ALBANY POLICE DEPARTMENT	101 LIME PO BOX 507 ALBANY, IL	309/887-4370 61230-0000	01	IL0980100
LKR *	ALBERS POLICE DEPARTMENT	206 WEST DWIGHT ALBERS, IL	618/248-5156 62215-0000	11	IL0140600
NUE *	ALBION POLICE DEPARTMENT	27 WEST ELM STREET ALBION, IL	618/445-3214 62806-0000	19	IL0240100
NMR *	ALEDO POLICE DEPARTMENT	CITY HALL ALEDO, IL	309/582-2331 61231-0000	07	IL0660100
TPE *	ALEXANDER COUNTY SHERIFF'S OFFICE	ALEXANDER CO COURTHOUSE 2000 WASHINGTON AVENUE CAIRO, IL	618/734-2141 62914-0000	22	IL0020000
YAU	ALGONQUIN POLICE DEPARTMENT LEADS SUP: SGT. ARTHUR J. WEBER	2 SOUTH MAIN STREET ALGONQUIN, IL	708/658-4531 60102-0000	D02	IL0560100
HWS *	ALORTON POLICE DEPARTMENT	4821 BOND ALORTON, IL	618/874-7089 62207-0000	11	IL0820100

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* Non-Terminal Agency: Direct messages to CDC listed.

AGENCY NAME DIRECTORY

CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
AHI *	ALPHA POLICE DEPARTMENT	102 SOUTH SECOND STREET PO BOX 206 ALPHA, IL	309/529-9881	07	IL0370100
YCP	ALSIP POLICE DEPARTMENT	4500 WEST 123RD STREET ALSIP, IL	708/385-6167	D04	IL0160100
LEADS SUP:	LT. RICHARD DALZELL		60658-0000		
TPF *	ALTAMONT POLICE DEPARTMENT	202 NORTH 2ND STREET ALTAMONT, IL	618/483-6219	12	IL0250100
HWM	ALTON POLICE DEPARTMENT	CITY HALL 101 EAST THIRD STREET ALTON, IL	618/463-3505	D11	IL0600100
LEADS SUP:	ROBERT ISRINGHAUSEN		62002-0000		
AHG *	ALTONA POLICE DEPARTMENT	PO BOX 12 ALTONA, IL	309/484-5651	07	IL0480200
KRC *	AMBOY POLICE DEPARTMENT	CITY OF AMBOY 227 EAST MAIN STREET AMBOY, IL	815/857-3400	01	IL0520200
AQK	AMTRAK NATIONAL RAILROAD PASSENGER CORP.	210 SOUTH CANAL STREET CHICAGO, IL	312/930-4284	D03	ILAMX01S1
LEADS SUP:	CAPT. T. R. GRIFFITH		60606-0000		
AHD *	ANDALUSIA POLICE DEPARTMENT	PO BOX 298 ANDALUSIA, IL	309/798-2141	07	IL0810100
AUU *	ANNA POLICE DEPARTMENT	115 WASHINGTON ANNA, IL	618/833-8571	13	IL0910100
AHI *	ANNAWAN POLICE DEPARTMENT	PO BOX 356 ANNAWAN, IL	309/935-6250	07	IL0370200
AAX	ANTIOCH POLICE DEPARTMENT	882 MAIN STREET ANTIOCH, IL	708/395-8585	D02	IL0490100
LEADS SUP:	DIANE GUDJONIS		60002-0000		
NJV *	APPLE RIVER POLICE DEPARTMENT	100 WALNUT STREET APPLE RIVER, IL	815/594-2243	16	IL0430700

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* Non-Terminal Agency: Direct messages to CDC listed.

AGENCY NAME DIRECTORY

CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
ANF *	ARCOLA POLICE DEPARTMENT	114 NORTH LOCUS PO BOX 215 ARCOLA, IL	217/268-4906	10	IL0210100
KNC *	ARGENTA POLICE DEPARTMENT	141 NORTH KENWOOD ARGENTA, IL	217/795-3351	10	IL0580600
YAZ	ARLINGTON HEIGHTS POLICE DEPARTMENT LEADS SUP: RODNEY L. KATH	33 SOUTH ARLINGTON HEIGHTS ROAD ARLINGTON HEIGHTS, IL	708/253-2340	D03	IL01602Y1
TLQ *	ARMINGTON POLICE DEPARTMENT	103 MAIN STREET PO BOX 31 ARMINGTON, IL	309/392-3154	14	IL0901800
KJP *	AROMA PARK POLICE DEPARTMENT	107 WEST FRONT STREET AROMA, IL	815/937-1212	21	IL0461800
AMY *	ARTHUR POLICE DEPARTMENT	236 SOUTH VINE ARTHUR, IL	217/543-3141	10	IL0210200
KIR *	ASHKUM POLICE DEPARTMENT	ASHKUM, IL	815/432-4918	21	IL0380900
AYD *	ASHLAND POLICE DEPARTMENT	101 NORTH YATES STREET ASHLAND, IL	217/476-3935	09	IL0090100
TPD *	ASHLEY POLICE DEPARTMENT	PO BOX 118 ASHLEY, IL	618/485-6798	13	IL0950400
KRC *	ASHTON POLICE DEPARTMENT	PO BOX 186 ASHTON, IL	815/453-2344	01	IL0520100
KLBB *	ASTORIA POLICE DEPARTMENT	PO BOX 694 ASTORIA, IL	309/329-2660	14	IL0290100
AMM *	ATHENS POLICE DEPARTMENT	PO BOX 438 ATHENS, IL	217/636-8729	09	IL0650200

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* Non-Terminal Agency: Direct messages to CDC listed.

AGENCY NAME DIRECTORY

CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
AHI *	ATKINSON POLICE DEPARTMENT	107 SOUTH STATE STREET ATKINSON, IL	309/936-7600	07	IL0370300
ANF *	ATWOOD POLICE DEPARTMENT	111 WEST CENTRAL ATWOOD, IL	217/578-3141	10	IL0210300
U24	AUBURN POLICE DEPARTMENT LEADS SUP: CHRISTY GROETEKE	CITY HALL 324 W JEFFERSON AUBURN, IL	217/438-3351	D09	IL0840301
ZLF *	AUBURN POLICE DEPARTMENT	CITY HALL 324 W JEFFERSON AUBURN, IL	217/438-3351	09	IL0840300
ARH *	AUGUSTA POLICE DEPARTMENT	AUGUSTA, IL	217/392-2387	14	IL0341000
ZFA	AURORA POLICE DEPARTMENT LEADS SUP: THOMAS N. SEBASTIAN	350 NORTH RIVER STREET AURORA, IL	708/859-1700	D02	IL04501L4
AKR *	AVISTON POLICE DEPARTMENT	99 WEST 1ST STREET AVISTON, IL	618/228-7262	11	IL0140700
KLB *	AVON POLICE DEPARTMENT	AVON, IL	309/465-7529	14	IL0290600
KRP *	BALDWIN POLICE DEPARTMENT	205 SOUTH 3RD STREET BALDWIN, IL	618/785-2434	13	IL0791100
KAL *	BANNOCKBURN POLICE DEPARTMENT	2165 TELEGRAPH ROAD BANNOCKBURN, IL	708/945-2151	02	IL0492700
ABZ	BARRINGTON HILLS POLICE DEPARTMENT LEADS SUP: ROBERT HUNT	112 ALGONQUIN ROAD BARRINGTON HILLS, IL	708/551-3006	D03	IL0160400
KAA	BARRINGTON POLICE DEPARTMENT LEADS SUP: MAUREEN T. SCHURKE	121 WEST STATION BARRINGTON, IL	708/381-2141	D03	IL01603L1

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* Non-Terminal Agency: Direct messages to CDC listed.

AGENCY NAME DIRECTORY

CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
AOG *	BARRY POLICE DEPARTMENT	640 BAINBRIDGE STREET BARRY, IL	217/335-2812	20	IL0750100
YBT	BARTLETT POLICE DEPARTMENT LEADS SUP: JANIS ALLBEE	228 SOUTH MAIN STREET BARTLETT, IL	708/837-0846	D03	IL01605Y1
LLR	BARTONVILLE POLICE DEPARTMENT LEADS SUP: CHARLENE CHEATHAM	5912 SOUTH ADAMS STREET BARTONVILLE, IL	309/697-2323	D08	IL0720100
UBP	BATAVIA POLICE DEPARTMENT LEADS SUP: LT. DENNIS THOMAS	108 NORTH ISLAND AVENUE BATAVIA, IL	708/879-2840	D02	IL04502U1
LBU *	BATAVIA POLICE DEPARTMENT	101 NORTH ISLAND AVENUE BATAVIA, IL	708/879-2840	02	IL0450200
LMX *	BATH POLICE DEPARTMENT	BATH, IL	309/546-2984	09	IL0630900
LLU *	BAYVIEW GARDENS POLICE DEPARTMENT	300 GARBER LANE EAST PEORIA, IL	309/822-8731	08	IL1021100
AYD	BEARDSTOWN POLICE DEPARTMENT LEADS SUP: ROBERT J. GENSEAL	CITY HALL 101 WEST 3RD BEARDSTOWN, IL	217/323-3131	D09	IL0090200
KMG *	BEARDSTOWN POLICE DEPARTMENT	CITY HALL 101 WEST 3RD BEARDSTOWN, IL	217/323-3131	09	IL0090200
AKR *	BECKEMEYER POLICE DEPARTMENT	1ST STREET BECKEMEYER, IL	618/227-8226	11	IL0140100
AKM	BEDFORD PARK POLICE DEPARTMENT LEADS SUP: RON OWENS	6701 SOUTH ARCHER AVE. PO BOX 128 BEDFORD PARK, IL	708/458-3388	D04	IL0160600
NEP *	BEECHER POLICE DEPARTMENT	724 PENFIELD PO BOX 1114 BEECHER, IL	708/946-2341	05	IL0990100

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* Non-Terminal Agency: Direct messages to CDC listed.

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ZNL *	BELGIUM POLICE DEPARTMENT	RR 4 BOX 93A DANVILLE, IL	217/442-8287	10	IL0920100
HWG	BELLEVILLE POLICE DEPARTMENT LEADS SUP: WANDA WEBER-JACOBS	CITY HALL 101 SOUTH ILLINOIS STREET BELLEVILLE, IL	618/234-1212	D11	IL08202H1
ADR	BELLWOOD POLICE DEPARTMENT LEADS SUP: CAROL JANICKE	3200 WASHINGTON BLVD BELLWOOD, IL	708/547-3528	D03	IL0160700
KRB *	BELVIDERE POLICE DEPARTMENT	615 NORTH MAIN STREET BELVIDERE, IL	815/544-9626	16	IL0040100
KNE *	BEMENT POLICE DEPARTMENT	VILLAGE HALL 143 WEST WILSON BEMENT, IL	217/678-8124	10	IL0740100
ABH	BENSENVILLE POLICE DEPARTMENT LEADS SUP: CATHLEEN A. IMBORDINO	100 NORTH CHURCH ROAD BENSENVILLE, IL	708/766-2131	D02	IL02202A1
LLU *	BENSON POLICE DEPARTMENT	402 LYNN BENSON, IL	309/394-2422	08	IL1020700
ASD	BENTON POLICE DEPARTMENT LEADS SUP: PHILLIP CHOISSER	500 WEST MAIN BENTON, IL	618/435-8131	D13	IL0280100
ABR	BERKELEY POLICE DEPARTMENT LEADS SUP: TIMOTHY GRIFFIN	5819 ELECTRIC AVENUE BERKELEY, IL	708/449-8224	D03	IL0160800
AKB	BERWYN POLICE DEPARTMENT LEADS SUP: VIRGINIA J. MORAVEC	8647 WEST 26TH STREET BERWYN, IL	708/795-5600	D04	IL0160900
HZB	BETHALTO POLICE DEPARTMENT LEADS SUP: PHILLIP CHALLANDES	213 NORTH PRAIRIE STREET BETHALTO, IL	618/377-5266	D11	IL0600200
KWA *	BETHALTO POLICE DEPARTMENT	213 NORTH PRAIRIE STREET BETHALTO, IL	618/377-5266	11	IL0600200

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
AMY *	BETHANY POLICE DEPARTMENT	201 WEST MAIN STREET PO BOX 352 BETHANY, IL	217/665-3351	10	IL0700100
HHD *	BLACK HAWK COLLEGE POLICE DEPT	6600 34TH AVENUE MOLINE, IL	309/796-1311	07	IL0811300
XBN	BLOOMINGDALE POLICE DEPARTMENT LEADS SUP: PATRICIA BARON	201 SOUTH BLOOMINGDALE ROAD BLOOMINGDALE, IL	708/529-9868	D02	IL0220300
AJB	BLOOMINGTON POLICE DEPARTMENT LEADS SUP: MIKE MILLER	CITY HALL 109 EAST OLIVE PO BOX 3157 BLOOMINGTON, IL	309/827-6251	D06	IL0570100
XMB	BLUE ISLAND POLICE DEPARTMENT LEADS SUP: MARY BURRELL	13031 GREENWOOD AVENUE BLUE ISLAND, IL	708/597-8600	D04	IL0161000
ABO	BLUE MOUND POLICE DEPARTMENT LEADS SUP: R. A. ATEN	RT 48 PO BOX 358 BLUE MOUND, IL	217/692-2711	D10	IL0580100
KNC *	BLUE MOUND POLICE DEPARTMENT	RT 48 PO BOX 358 BLUE MOUND, IL	217/692-2711	10	IL0580100
YJH	BOLINGBROOK POLICE DEPARTMENT LEADS SUP: DORY HLAVAC	375 WEST BRIARCLIFF ROAD BOLINGBROOK, IL	708/759-0460	D05	IL0990200
NGW	BOND COUNTY SHERIFF'S OFFICE LEADS SUP: PAM GRACE	403 SOUTH 2ND GREENVILLE, IL	618/664-2151	D11	IL0030000
ARB	BOONE COUNTY SHERIFF'S OFFICE LEADS SUP: LAWANNA TURNIPSEED	BOONE COUNTY COURTHOUSE 615 NORTH MAIN BELVIDERE, IL	815/544-9322	D16	IL0040000
KRB *	BOONE COUNTY STATE'S ATTORNEY	BOONE COUNTY COURTHOUSE 615 NORTH MAIN STREET BELVIDERE, IL	815/544-0868	16	IL004013A
KBQ	BOURBONNAIS POLICE DEPARTMENT LEADS SUP: SHARON A. REILLY	MUNICIPAL BUILDING 700 MAIN NORTH WEST BOURBONNAIS, IL	815/937-3577	D21	IL0460300

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ABV	BRADLEY POLICE DEPARTMENT LEADS SUP: LORINE F. BIRD	147 SOUTH MICHIGAN AVENUE BRADLEY, IL	815/933-3315	D21	IL0460100
LLC *	BRADLEY UNIVERSITY CAMPUS POLICE	MAC MILLIAN HALL 1308 WEST BRADLEY AVENUE PEORIA, IL	309/677-2000	08	IL072219P
AQB	BRAIDWOOD POLICE DEPARTMENT LEADS SUP: SGT. EDWARD A. GORA	101 EAST MAIN STREET BRAIDWOOD, IL	815/458-2341	D05	IL0990300
TPO *	BRAIDWOOD POLICE DEPARTMENT	101 EAST MAIN STREET BRAIDWOOD, IL	815/458-2341	05	IL0990300
ARJ	BREESE POLICE DEPARTMENT LEADS SUP: GERRI HAAR	290 NORTH CLINTON STREET BREESE, IL	618/526-7226	D11	IL0140200
ATG	BRIDGEVIEW POLICE DEPARTMENT LEADS SUP: LORETTA BENNECKE	7500 SOUTH OKETO BRIDGEVIEW, IL	708/458-2131	D04	IL0161100
AUJ *	BRIGHTON POLICE DEPARTMENT	206 SOUTH MAIN PO BOX 458 BRIGHTON, IL	618/372-8112	18	IL0590200
LLP *	BRIMFIELD POLICE DEPARTMENT	106 EAST KNOXVILLE STREET BRIMFIELD, IL	309/446-3412	08	IL0721000
ZKE	BROADVIEW POLICE DEPARTMENT LEADS SUP: PAUL KURTZNER	2350 S 25TH AVENUE BROADVIEW, IL	708/345-6550	D04	IL0161200
AKC	BROOKFIELD POLICE DEPARTMENT LEADS SUP: SGT. FRANK J. MIKOWSKI	8820 BROOKFIELD AVENUE BROOKFIELD, IL	708/485-8131	D04	IL0161300
TPJ *	BROOKLYN POLICE DEPARTMENT	CITY HALL 312 SOUTH 5TH BROOKLYN, IL	618/274-2198	11	IL0821900
KMZ *	BROOKPORT POLICE DEPARTMENT	CITY HALL PO BOX 295 BROOKPORT, IL	618/564-2351	13	IL0640100

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AZM *	BROWN COUNTY SHERIFF'S OFFICE	BROWN COUNTY COURTHOUSE MT STERLING, IL	217/773-2011	20	IL0050000
KIR *	BUCKLEY POLICE DEPARTMENT	BUCKLEY, IL	815/432-4918	21	IL0381000
LVE *	BUCKNER POLICE DEPARTMENT	BUCKNER, IL	618/724-4371	13	IL0281000
LBU *	BUDA POLICE DEPARTMENT	209 NORTH CENTER STREET BUDA, IL	309/895-2071	17	IL0060100
YBV	BUFFALO GROVE POLICE DEPARTMENT LEADS SUP: AIDA B. ALBERT	46 RAUPP BOULEVARD BUFFALO GROVE, IL	708/459-2560	D03	IL01614Y1
KMS *	BUNKER HILL POLICE DEPARTMENT	114 EAST WARREN STREET BUNKER HILL, IL	618/585-4422	18	IL0590300
KVK	BURBANK POLICE DEPARTMENT LEADS SUP: SUSAN SZYMANSKI	7730 SOUTH LE CLAIRE BURBANK, IL	708/599-5510	D04	IL0168C00
ABU	BUREAU COUNTY SHERIFF'S OFFICE LEADS SUP: CINDY EMMERLING	BUREAU COUNTY COURTHOUSE 22 PARK AVENUE WEST PRINCETON, IL	815/875-3344	D17	IL0060000
LBU *	BUREAU POLICE DEPARTMENT	PO BOX 397 BUREAU, IL	815/659-3341	17	IL0061400
AUN	BURNHAM POLICE DEPARTMENT LEADS SUP: RALPH L. THOMAS	14450 MANISTEE AVENUE BURNHAM, IL	708/891-2122	D04	IL0161500
XFV	BURR RIDGE POLICE DEPARTMENT LEADS SUP: RAYETTE NORLOCK	7660 COUNTY LINE ROAD BURR RIDGE, IL	708/323-8181	D02	IL0223100
AMH *	BUSHNELL POLICE DEPARTMENT	138 EAST HAIL STREET BUSHNELL, IL	309/772-2351	14	IL0550200

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
AET LEADS SUP: JILL E. ARN	BYRON POLICE DEPARTMENT	120 NORTH UNION STREET BYRON, IL	815/234-5000	D01	IL0710600
HWH LEADS SUP: DAVID VERNON	CAHOKIA POLICE DEPARTMENT	103 MAIN STREET CAHOKIA, IL	618/337-9505	D11	IL08203L2
TPE * CAIRO POLICE DEPARTMENT		CITY HALL 1501 WASHINGTON AVENUE CAIRO, IL	618/734-2131	22	IL0020100
ACW LEADS SUP: MICHAEL G. MARGHERIO	CALHOUN COUNTY SHERIFF'S OFFICE	COUNTY ROAD PO BOX 635 HARDIN, IL	618/576-2417	D18	IL0070000
DPI * CALHOUN COUNTY SHERIFF'S OFFICE		COUNTY ROAD PO BOX 635 HARDIN, IL	618/576-2417	18	IL0070000
YCI LEADS SUP: PHYLLIS HARRISON	CALUMET CITY POLICE DEPARTMENT	1200 PULASKI ROAD CALUMET CITY, IL	708/868-2500	D04	IL01617V1
ATE LEADS SUP: SGT. JOHN THEIS	CALUMET PARK POLICE DEPARTMENT	12409 SOUTH THROOP STREET CALUMET PARK, IL	708/385-6862	D04	IL0161800
KWQ * CAMBRIA POLICE DEPARTMENT		CAMBRIA CITY HALL CAMBRIA, IL	618/985-2211	13	IL1000500
AHI * CAMBRIDGE POLICE DEPARTMENT		132 WEST CENTER STREET CAMBRIDGE, IL	309/937-2626	07	IL0370400
LLW LEADS SUP: BONNIE J. FORD	CANTON POLICE DEPARTMENT	101 EAST SPRUCE CANTON, IL	309/647-5131	D14	IL0290200
U25 LEADS SUP: HAROLD LUNDBERG	CAPITAL AIRPORT DEPARTMENT	CAPITAL AIRPORT 4 NORTH AIRPORT DRIVE SPRINGFIELD, IL	217/788-1080	D09	IL08427U1
HSI * CARBON CLIFF POLICE DEPARTMENT		106 FIRST AVENUE CARBON CLIFF, IL	309/792-8235	07	IL0810200

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AVB	CARBONDALE POLICE DEPARTMENT LEADS SUP: LORA DUSCH	609 EAST COLLEGE PO BOX 2047 CARBONDALE, IL	618/457-3200	D13	IL0390100
KMS *	CARLINVILLE POLICE DEPARTMENT	125 NORTH WEST STREET CARLINVILLE, IL	217/854-3221	18	IL0590400
AQU	CARLYLE POLICE DEPARTMENT LEADS SUP: MICHAEL KLUTHO	850 FRANKLIN STREET CARLYLE, IL	618/594-2488	D11	IL0140300
DPV *	CARMI POLICE DEPARTMENT	108 NORTH MAIN CROSS CARMI, IL	618/382-4633	19	IL0970100
XFN	CAROL STREAM POLICE DEPARTMENT LEADS SUP: CARMEN REMILLARD	500 NORTH GARY AVENUE CAROL STREAM, IL	708/668-2167	D02	IL02204X1
AVS *	CARRIER MILLS POLICE DEPARTMENT	CARRIER MILLS, IL	618/252-8661	19	IL0830100
AZC *	CARROLL COUNTY CIRCUIT COURT	CARROLL COUNTY COURTHOUSE MT, IL	815/244-9171	01	IL008015J
AZC *	CARROLL COUNTY PROBATION OFFICE	CARROLL COUNTY COURTHOUSE MT, IL	000/000-0000	01	IL008013G
AZC	CARROLL COUNTY SHERIFF'S OFFICE LEADS SUP: ROD A. HERRICK	CARROLL COUNTY COURTHOUSE 100 MAIN STREET PO BOX 88 MT CARROLL, IL	815/244-2635	D01	IL0080000
AZC *	CARROLL COUNTY STATE'S ATTORNEY	CARROLL COUNTY COURTHOUSE MT, IL	815/244-9171	01	IL008013A
AQG *	CARROLLTON POLICE DEPARTMENT	621 SOUTH WEST MAIN STREET CARROLLTON, IL	217/942-3135	18	IL0310100
KWQ *	CARTERVILLE POLICE DEPARTMENT	107 WEST ILLINOIS AVENUE CARTERVILLE, IL	618/985-4853	13	IL1000100

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ARH *	CARTHAGE POLICE DEPARTMENT	CITY HALL 308 WALNUT STREET CARTHAGE, IL	217/357-2115	14	IL0340100
AOE	CARY POLICE DEPARTMENT LEADS SUP: CLAIRE T. KINTER	255 STONEGATE ROAD CARY, IL	708/639-2341	D02	IL0560200
HKV	CASEYVILLE POLICE DEPARTMENT LEADS SUP: JEAN LANCEY	10 WEST MORRIS STREET CASEYVILLE, IL	618/344-2151	D11	IL0820400
AYD *	CASS COUNTY SHERIFF'S OFFICE	CASS COUNTY COURTHOUSE VIRGINIA, IL	217/452-7718	09	IL0090000
ZNL *	CATLIN CITY ATTORNEY	PO BOX 845 DANVILLE, IL	217/427-2136	10	IL092011A
LNL *	CATLIN POLICE DEPARTMENT	109 SOUTH SANDUSKY CATLIN, IL	217/442-0153	10	IL0920200
TPE *	CAVE IN ROCK POLICE DEPARTMENT	PO BOX 4 CAVE IN ROCK, IL	618/289-4366	22	IL0350100
AJL *	CEDAR POINT POLICE DEPARTMENT	PO BOX 15 CEDAR POINT, IL	815/446-4055	17	IL0501200
AVA *	CENTRAL CITY POLICE DEPARTMENT	141 NORTH HARRISON CENTRAL CITY, IL	618/532-4779	12	IL0610100
ASZ	CENTRAL DISPATCH SYSTEM LEADS SUP: LINDA L. ACOSTA	221 WEST MARKET CHRISTOPHER, IL	618/724-2424	D13	IL02802A1
ARZ	CENTRAL MGMT SERVICES DIV OF POLICE LEADS SUP: INSP. PERRY PLARSKI	ROOM 2-300 100 WEST RANDOLPH STREET CHICAGO, IL	312/793-1205	D03	IL0161T00
NIB *	CENTRAL MGMT SERVICES DIV OF POLICE	ROOM 2-300 100 WEST RANDOLPH STREET CHICAGO, IL	312/793-1205	03	IL0161T00

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ARZ *	CENTRAL MGMT SERVICES DIV OF POLICE	1735 WEST TAYLOR STREET CHICAGO, IL	312/793-1570	03	IL0169J00
AVA	CENTRALIA POLICE DEPARTMENT LEADS SUP: CAROLYN BIERMAN	222 SOUTH POPLAR PO BOX 569 CENTRALIA, IL	618/533-7602	D12	IL0610200
HCV	CENTREVILLE POLICE DEPARTMENT LEADS SUP: VALORIE J. GRAY	5800 BOND AVENUE CENTREVILLE, IL	618/332-1185	D11	IL0820500
KNE *	CERRO GORDO POLICE DEPARTMENT	103 SOUTH MONROE STREET CERRO GORDO, IL	217/763-2351	10	IL0740200
AZC *	CHADWICK POLICE DEPARTMENT	PO BOX 218 CHADWICK, IL	815/684-5264	01	IL0080100
LNy *	CHAMPAIGN COUNTY CIRCUIT COURT	CHAMPAIGN CO COURTHOUSE URBANA, IL	217/384-3725	10	IL010025J
LNy *	CHAMPAIGN COUNTY PROBATION OFFICE	CHAMPAIGN CO COURTHOUSE URBANA, IL	000/000-0000	10	IL010013G
LNy *	CHAMPAIGN COUNTY PROBATION OFFICE	CHAMPAIGN CO COURTHOUSE URBANA, IL	000/000-0000	10	IL010023G
ZNY	CHAMPAIGN COUNTY SHERIFF'S OFFICE LEADS SUP: CAPT. JAMES REIFSTECK	CHAMPAIGN CO COURTHOUSE 204 EAST MAIN URBANA, IL	217/384-1204	D10	IL01000L4
LNy *	CHAMPAIGN COUNTY STATE'S ATTORNEY	CHAMPAIGN CO COURTHOUSE MAIN STREET URBANA, IL	217/384-3733	10	IL010013A
LNy *	CHAMPAIGN COUNTY YOUTH DETENTION CENTER	1601 EAST MAIN STREET URBANA, IL	217/384-3751	10	IL010013C
ZNR	CHAMPAIGN POLICE DEPARTMENT LEADS SUP: JEANINE ANGLIN-BENNETT	82 EAST UNIVERSITY AVE CHAMPAIGN, IL	217/351-4545	D10	IL01001L3

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TPO *	CHANNAHON POLICE DEPARTMENT	24441 WEST EAMES STREET CHANNAHON, IL	815/467-2112	05	IL0991800
KHS *	CHARLESTON CITY ATTORNEY	600 JACKSON AVENUE CHARLESTON, IL	217/345-4012	10	IL015011A
AHS LEADS SUP: TONI NILES	CHARLESTON POLICE DEPARTMENT	CITY HALL 520 JACKSON AVENUE CHARLESTON, IL	217/345-2144	D10	IL0150200
U27 LEADS SUP: SGT. JAMES DODSON	CHATHAM POLICE DEPARTMENT	117 EAST MULBERRY CHATHAM, IL	217/483-2453	D09	IL08404U1
ZLF *	CHATHAM POLICE DEPARTMENT	117 EAST MULBERRY CHATHAM, IL	217/483-2456	09	IL0840400
KIR *	CHEBANSE POLICE DEPARTMENT	FIRST SOUTH STREET CHEBANSE, IL	815/697-2502	21	IL0380600
AJJ *	CHENOA POLICE DEPARTMENT	CITY HALL GREEN STREET PO BOX 167 CHENOA, IL	815/945-7111	06	IL0570300
LBU *	CHERRY POLICE DEPARTMENT	100 SOUTH MAIN STREET PO BOX 217 CHERRY, IL	000/000-0000	17	IL0061600
LRW *	CHERRY VALLEY POLICE DEPARTMENT	212 EAST STATE STREET CHERRY VALLEY, IL	815/332-3433	16	IL1010100
KRP *	CHESTER POLICE DEPARTMENT	1330 SWANWICK STREET CHESTER, IL	618/826-5454	13	IL0790100
ACG LEADS SUP: DOROTHY PECK	CHICAGO & NORTHWESTERN RAILROAD PD	ONE NORTHWESTERN CENTER 165 NORTH CANAL STREET CHICAGO, IL	312/559-6677	D03	IL0162J9P
HWL *	CHICAGO & NORTHWESTERN RAILROAD PD	ONE NORTHWESTERN CENTER 165 NORTH CANAL STREET CHICAGO, IL	312/559-6675	03	IL0162J9E

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KCC	CHICAGO HEIGHTS POLICE DEPARTMENT LEADS SUP: DONALD MILLER	1601 HALSTED CHICAGO HEIGHTS, IL	708/756-6400	D04	IL0161900
AVY	CHICAGO HOUSING AUTHORITY DEPT OF POLICE LEADS SUP: SGT. LARRY PAYNE	LEADS TERMINAL CDC/AVY 4947 SOUTH FEDERAL CHICAGO, IL	312/791-8500	D03	IL016A100
KCX	CHICAGO POLICE DEPARTMENT LEADS SUP: JOHN BAIO	1121 SOUTH STATE CHICAGO, IL	312/747-5518	D03	ILCPD00000
JCX	CHICAGO POLICE DEPARTMENT YOUTH DIVISION LEADS SUP: JOHN BAIO	ROOM 700 1121 SOUTH STATE CHICAGO, IL	312/744-5594	D03	ILCPD00J1
XTR	CHICAGO RIDGE POLICE DEPARTMENT LEADS SUP: KAREN HIENSTRA	10501 SOUTH OXFORD AVENUE CHICAGO RIDGE, IL	708/425-7831	D04	IL0162000
NKP	CHICAGO STATE UNIVERSITY POLICE DEPT LEADS SUP: LT. PHILLIP BAKER	H BUILDING 9501 SOUTH KING DRIVE CHICAGO, IL	312/995-2111	D04	IL0166LN1
LQO	CHILLICOTHE POLICE DEPARTMENT LEADS SUP: GORDON K. MOORE	1707 NORTH SANTA FE AVENUE CHILLICOTHE, IL	309/274-2129	D08	IL0720300
KNJ *	CHRISMAN POLICE DEPARTMENT	ROUTE 2 CHRISMAN, IL	217/269-2053	10	IL0230100
ALA	CHRISTIAN COUNTY SHERIFF'S OFFICE LEADS SUP: MONICA BELSHER	CHRISTIAN CO CORRECT CNT 301 WEST FRANKLIN PO BOX 328 TAYLORVILLE, IL	217/824-4961	D10	IL0110000
ACA	CICERO POLICE DEPARTMENT LEADS SUP: LISA SENO	4932 WEST 25TH PLACE CICERO, IL	708/652-2130	D04	IL0162100
KIR *	CISSNA PARK POLICE DEPARTMENT	CISSNA PARK, IL	000/000-0000	21	IL0380700
XFM	CLARENDON HILLS POLICE DEPARTMENT LEADS SUP: ANDREA RIZZO	201 BURLINGTON AVENUE CLARENDON HILLS, IL	708/323-2151	D02	IL0220500

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KML	CLARK COUNTY SHERIFF'S OFFICE LEADS SUP: PAUL A. HOGGATT	207 NORTH 5TH STREET MARSHALL, IL	217/826-6393	D12	IL0120000
ACV	CLAY COUNTY SHERIFF'S OFFICE LEADS SUP: KENNETH ROSS	300 BROADWAY PO BOX 267 LOUISVILLE, IL	618/665-3316	D12	IL0130000
TPF *	CLAY COUNTY SHERIFF'S OFFICE	300 BROADWAY PO BOX 267 LOUISVILLE, IL	618/665-3316	12	IL0130000
KIR *	CLIFTON POLICE DEPARTMENT	150 EAST 4TH STREET PO BOX 563 CLIFTON, IL	815/694-2069	21	IL0381100
KNA *	CLINTON CITY ATTORNEY	202 WEST ADAMS STREET CLINTON, IL	217/935-8326	06	IL020011A
AKR	CLINTON COUNTY SHERIFF'S OFFICE LEADS SUP: JOEL MUEHLHAUSEN	810 FRANKLIN STREET CARLYLE, IL	618/594-2806	D11	IL0140000
ACZ	CLINTON POLICE DEPARTMENT LEADS SUP: JEANETTE M. ROGERS	CITY HALL 118 WEST WASHINGTON STREET CLINTON, IL	217/935-9441	D06	IL02001A1
AOC	COAL CITY POLICE DEPARTMENT LEADS SUP: JANICE JISKRA	545 SOUTH BROADWAY COAL CITY, IL	815/634-2341	D05	IL0320100
AHD *	COAL VALLEY POLICE DEPARTMENT	PO BOX 121 COAL VALLEY, IL	309/799-5416	07	IL0810300
AUU *	COBDEN POLICE DEPARTMENT	E MAPLE STREET VILLAGE HALL PO BOX 218 COBDEN, IL	618/833-8822	13	IL0910200
AOH *	COFFEEN POLICE DEPARTMENT	COFFEEN CITY HALL 103 WEST FIRST STREET COFFEEN, IL	217/534-6219	18	IL0680800
AMH *	COLCHESTER POLICE DEPARTMENT	CITY HALL BLDG. 203 MACOMB STREET COLCHESTER, IL	309/776-3555	14	IL0550300

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
ANH *	COLES COUNTY CIRCUIT COURT	COLES COUNTY COURTHOUSE CHARLESTON, IL	217/348-0516	10	IL015025J
ANH *	COLES COUNTY PROBATION DISTRICT	PO BOX 382 CHARLESTON, IL	708/623-7650	10	IL015013G
ANH	COLES COUNTY SHERIFF'S OFFICE LEADS SUP: PHIL EPPINETTE	COMMUNICATIONS 701 SEVENTH STREET PO BOX 347 CHARLESTON, IL	217/348-7332	D10	IL0150000
ANH *	COLES COUNTY STATE'S ATTORNEY	COLES COUNTY COURTHOUSE PO BOX 297 CHARLESTON, IL	217/348-0561	10	IL015013A
AJJ *	COLFAX POLICE DEPARTMENT	PO BOX 400 COLFAX, IL	309/723-2351	06	IL0570800
AUD	COLLEGE OF DUPAGE POLICE DEPT LEADS SUP: RODNEY W. HAMPTON	22ND AND LAMBERT ROAD GLEN ELLYN, IL	708/858-2805	D02	IL0223700
U33	COLLEGE OF LAKE COUNTY POLICE DEPT LEADS SUP: ERIC O. MCCracken	19351 WEST WASHINGTON STREET GRAYS LAKE, IL	708/223-6601	D02	IL04932U1
NGR *	COLLEGE OF LAKE COUNTY POLICE DEPT	19351 WEST WASHINGTON STREET GRAYS LAKE, IL	708/223-7386	02	IL0493200
HWC	COLLINSVILLE POLICE DEPARTMENT LEADS SUP: CLARENCE BRYANT	130 SOUTH CLINTON STREET COLLINSVILLE, IL	618/344-2131	D11	IL0600300
AHI *	COLONA POLICE DEPARTMENT	100 NINTH AVENUE COLONA, IL	309/792-1511	07	IL0370500
HWO	COLUMBIA POLICE DEPARTMENT LEADS SUP: JEANNINE L. SCHAFER	1020 NORTH MAIN STREET COLUMBIA, IL	618/281-6616	D11	IL0670100
TPJ *	CONRAIL RAILROAD POLICE DEPARTMENT	ROSE LAKE YARD 3900 ROSE LAKE ROAD EAST ST LOUIS, IL	618/482-2696	11	IL082429E

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
REQ LEADS SUP: JOHN ALLEN	CONSERVATION DATA PROCESSING CHICAGO	ROOM 4-300 STATE OF ILLINOIS CENTER 100 WEST RANDOLPH STREET CHICAGO, IL	312/814-2070	D03	IL08493Q1
KEL *	CONSERVATION REGION I LAW ENFORCEMENT	2612 LOCUST STREET STERLING, IL	815/626-8620	13	IL0989300
TPJ *	CONSERVATION REGION IV LAW ENFORCEMENT	34 WEST BROADWAY ALTON, IL	618/462-1181	11	IL0609300
KEL *	CONSERVATION REGION V LAW ENFORCEMENT	RR #4 BOX 68 BENTON, IL	618/435-8138	13	IL0289300
KEL LEADS SUP: GLORIA SAVAGE	CONSERVATION SPRINGFIELD LAW ENFORCEMENT	600 NORTH GRAND WEST SPRINGFIELD, IL	217/782-6302	D09	IL08493K1
XVU LEADS SUP: LARRY STAPLETON	COOK CO CIRCUIT CT PRETRIAL SVCS	ROOM 143 2121 EUCLID (MAIN LEVEL) ROLLING MEADOWS, IL	708/818-2647	D03	IL016023B
XAV LEADS SUP: THOMAS RILEY	COOK COUNTY ADULT PROBATION DEPARTMENT	CRIMINAL COURT BUILDING 2650 S CALIFORNIA AVE CHICAGO, IL	312/890-3322	D03	IL016023G
VCQ LEADS SUP: ROBERT FARRINGTON	COOK COUNTY DATA PROCESSING	7TH FLOOR 118 NORTH CLARK STREET CHICAGO, IL	312/443-4503	D03	IL01600V1
KDX LEADS SUP: LT. DANIEL THEISEN	COOK COUNTY DEPT. OF CORRECTIONS	DIVISION 5, RECORD OFFICE 2700 SOUTH CALIFORNIA CHICAGO, IL	312/890-6809	D03	IL016023C
XDX LEADS SUP: JOHN J. BYRNE	COOK COUNTY DEPT. OF CORRECTIONS/EMU	ELECTRONIC MONITORING UNIT 2700 SOUTH CALIFORNIA AVENUE CHICAGO, IL	312/890-6784	D03	IL016033C
XQX LEADS SUP: GERALD PALACIOS	COOK COUNTY FOREST PRESERVE POLICE DEPT	536 NORTH HARLEM AVENUE RIVER FOREST, IL	708/771-1000	D03	IL0165K00
ACQ LEADS SUP: RICK GORDON	COOK COUNTY SHERIFF'S COMM. CENTER	1401 SOUTH MAYBROOK DRIVE MAYWOOD, IL	708/865-4700	D03	IL0160000

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ACR	COOK COUNTY SHERIFF'S WARRANTS DEPT. LEADS SUP: INVST RALPH WILLER	ROOM BB10 COUNTY COURTS ADMIN BLDG 2650 SOUTH CALIFORNIA AVENUE CHICAGO, IL	312/890-3266	D03	IL0169Q00
XOQ	COOK COUNTY SOCIAL SERVICE DEPARTMENT LEADS SUP: BEVERLY GRAHAM	ROOM 901 CRIMINAL COURTS BLDG 2650 SOUTH CALIFORNIA CHICAGO, IL	312/890-6026	D04	IL016033G
AAS	COOK COUNTY STATE'S ATTORNEY LEADS SUP: JOYCE OGDEN	ROOM 107 COOK COUNTY COURTHOUSE 2650 SOUTH CALIFORNIA CHICAGO, IL	312/865-6080	D03	IL016023A
EAS	COOK COUNTY STATES ATTORNEY INVESTIGATOR LEADS SUP: RAYMOND STOCKHOLM	ROOM 14D30 COUNTY COURTS ADMIN BLDG 2650 SOUTH CALIFORNIA CHICAGO, IL	312/890-7223	D03	IL016013A
AHD *	CORDOVA POLICE DEPARTMENT	906 MAIN AVENUE CORDOVA, IL	309/654-2620	07	IL0811000
KRD *	CORTLAND POLICE DEPARTMENT	CORTLAND, IL	000/000-0000	02	IL0190700
KRP *	COULTERVILLE POLICE DEPARTMENT	PO BOX 518 COULTERVILLE, IL	618/758-2351	13	IL0790600
ACS	COUNTRY CLUB HILLS POLICE DEPARTMENT LEADS SUP: SANDRA J. MOHAN	3700 WEST 175TH PLACE COUNTRY CLUB HILLS, IL	708/798-3191	D04	IL0162200
AKO	COUNTRYSIDE POLICE DEPARTMENT LEADS SUP: CATHERINE R. ROTHBARD	5550 SOUTH EAST AVENUE COUNTRYSIDE, IL	708/354-6932	D04	IL01623A1
AZF	CRAWFORD COUNTY SHERIFF'S OFFICE LEADS SUP: JEFFERY L. PLUNKETT	CRAWFORD CO JAIL 203 S JEFFERSON PO BOX 591 ROBINSON, IL	618/546-1515	D12	IL0170000
TPF *	CRAWFORD COUNTY SHERIFF'S OFFICE	CRAWFORD CO JAIL 203 S JEFFERSON PO BOX 591 ROBINSON, IL	618/546-1515	12	IL0170000
KWQ *	CREAL SPRINGS POLICE DEPARTMENT	CARE OF WILLIAMSON SO MARION, IL	618/997-6541	13	IL1000600

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AHH LEADS SUP: RONALD GUDAC	CREST HILL POLICE DEPARTMENT	1610 PLAINFIELD ROAD CREST HILL, IL	815/741-5115	D05	IL09904A1
ACE *	CRESTWOOD POLICE DEPARTMENT	13840 SOUTH CICERO AVENUE CRESTWOOD, IL	708/371-4800	04	IL0162400
ARE LEADS SUP: CATHERINE DREIXLER	CRETE POLICE DEPARTMENT	524 WEST EXCHANGE STREET PO BOX 337 CRETE, IL	708/672-0912	D05	IL0990500
LLH *	CREVE COEUR POLICE DEPARTMENT	105 THORNCREST CREVE COEUR, IL	309/699-9511	08	IL0900100
DPV *	CROSSVILLE POLICE DEPARTMENT	PO BOX 306 CROSSVILLE, IL	618/966-3681	19	IL0970500
VAJ LEADS SUP: KATHY CLARK KEMPE	CRYSTAL LAKE POLICE DEPARTMENT	121 WEST WOODSTOCK CRYSTAL LAKE, IL	815/459-2020	D02	IL05603Y1
KLB *	CUBA POLICE DEPARTMENT	403 JEFFERSON STREET PO BOX Y CUBA, IL	309/785-5243	14	IL0290300
TPF *	CUMBERLAND COUNTY SHERIFF'S OFFICE	CUMBERLAND CO COURTHOUSE PO BOX 56 TOLEDO, IL	217/849-2571	12	IL0180000
KBW *	CUTLER POLICE DEPARTMENT	PO BOX 161 CUTLER, IL	618/357-8355	13	IL0730300
ARH *	DALLAS CITY POLICE DEPARTMENT	PO BOX 478 DALLAS CITY, IL	217/852-3713	14	IL0340300
LBU *	DALZELL POLICE DEPARTMENT	DALZELL, IL	815/875-3344	17	IL0061300
LKR *	DAMIANSVILLE POLICE DEPARTMENT	R R 1 ALBERS, IL	618/248-5456	11	IL0141000

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AJJ *	DANVERS POLICE DEPARTMENT	105 NORTH BROADWAY PO BOX 398 DANVERS, IL	309/963-4444	06	IL0570700
ZNL *	DANVILLE CITY ATTORNEY	408 NORTH VERMILLION PO BOX 687 DANVILLE, IL	217/443-6720	10	IL092021A
LNL *	DANVILLE POLICE DEPARTMENT	2 EAST SOUTH DANVILLE, IL	217/431-2250	10	IL0920300
ZNL	DANVILLE VERMILION COMMUNICATIONS CENTER LEADS SUP: PATRICIA STUEBE	2 EAST SOUTH STREET DANVILLE, IL	217/442-4080	D10	IL0920000
XFQ	DARIEN POLICE DEPARTMENT LEADS SUP: DEBRA A. CHIN	1702 PLAINFIELD ROAD DARIEN, IL	708/971-3999	D02	IL02227X1
KRD *	DE KALB COUNTY PROBATION OFFICE	133 WEST STATE SYCAMORE, IL	815/895-9161	02	IL019013G
KRD *	DE KALB COUNTY PROBATION OFFICE	133 WEST STATE SYCAMORE, IL	815/895-9161	02	IL019023G
ARD	DE KALB COUNTY SHERIFF'S OFFICE LEADS SUP: LISA FREDRICKSON	DE KALB CO PUB SAFETY BLG 150 NORTH MAIN STREET SYCAMORE, IL	815/895-2155	D02	IL0190000
KRD *	DE KALB COUNTY STATE'S ATTORNEY	DE KALB COUNTY COURTHOUSE 133 WEST STATE SYCAMORE, IL	815/895-7164	02	IL019013A
ARY	DE KALB POLICE DEPARTMENT LEADS SUP: LT. CHARLES KROSS	200 SOUTH 4TH STREET DE KALB, IL	815/756-1421	D02	IL0190800
LBU *	DE PUE POLICE DEPARTMENT	111 WEST SECOND STREET DE PUE, IL	815/447-2137	17	IL0060200
AJX *	DE SOTO POLICE DEPARTMENT	VILLAGE HALL 210 WEST LINCOLN DE SOTO, IL	618/867-2000	13	IL0390400

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KNA * DE WITT COUNTY CIRCUIT COURT		CLINTON, IL	217/935-2195	06	IL020015J
ANA * DE WITT COUNTY PROBATION OFFICE		201 WEST WASHINGTON PO BOX 439 CLINTON, IL	217/935-6713	06	IL020013G
ANA DE WITT COUNTY SHERIFF'S OFFICE LEADS SUP: JEROME W. GAWTHORP		215 NORTH MONROE STREET CLINTON, IL	217/935-3196	D06	IL0200000
ANA * DE WITT COUNTY STATE'S ATTORNEY		201 WEST WASHINGTON CLINTON, IL	217/935-8391	06	IL020013A
KNC * DECATUR PARK DISTRICT POLICE DEPT		MUELLER PARK PO BOX 1136 DECATUR, IL	217/422-5911	10	IL0580700
AND DECATUR POLICE DEPARTMENT LEADS SUP: LARRY D. MADDOX		333 SOUTH FRANKLIN STREET DECATUR, IL	217/424-2711	D10	IL0580200
TLQ * DEER CREEK POLICE DEPARTMENT		PO BOX 332 DEER CREEK, IL	309/447-6989	08	IL0901900
XAL DEERFIELD POLICE DEPARTMENT LEADS SUP: DAVE MOON		850 WAUKEGAN ROAD DEERFIELD, IL	708/945-8636	D02	IL0490300
TLQ * DELAVAN POLICE DEPARTMENT		219 LOCUST PO BOX 344 DELAVAN, IL	309/244-8221	08	IL0900200
YGH DES PLAINES POLICE DEPARTMENT LEADS SUP: KAREN PUETZ		1420 MINER STREET DES PLAINES, IL	708/391-5400	D03	IL01625V1
ZLF * DIVERNON POLICE DEPARTMENT		221 SOUTH STATE STREET DIVERNON, IL	217/628-3355	09	IL0841100
XMC DIXMOOR POLICE DEPARTMENT LEADS SUP: VALERIE ROSS		170 WEST 145TH STREET DIXMOOR, IL	708/388-3340	D04	IL01626X1

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KRC *	DIXON POLICE DEPARTMENT	306 SOUTH HENNEPIN DIXON, IL	815/288-4411	01	IL0520300
AIB	DOC APPREHENSION UNIT, CHICAGO LEADS SUP: EDITH RODGERS	ROOM 10-300 STATE OF ILLINOIS BLDG 100 W RANDOLPH CHICAGO, IL	312/793-2698	D03	IL016035C
TPE *	DOC CORRECTIONAL CENTER SHAWNEE	PO BOX 400 VIENNA, IL	618/658-8331	22	IL044025C
NIB *	DOC IVC JOLIET	2848 WEST MCDONOUGH JOLIET, IL	815/725-1206	0	IL099045C
YTA	DOLTON POLICE DEPARTMENT LEADS SUP: SANDRA R. KOSNER	14030 PARK AVENUE DOLTON, IL	708/841-2533	D04	IL01627Y1
KIR *	DONOVAN POLICE DEPARTMENT	DONOVAN, IL	815/432-4918	21	IL0381200
AIS	DOR BUREAU CRIMINAL INVEST. CHICAGO LEADS SUP: KATHLEEN M. SUORANTA	100 WEST RANDOLPH STREET, 7TH FLOOR CHICAGO, IL	312/814-1750	D03	IL0161K00
AOR	DOR BUREAU CRIMINAL INVEST. SPRINGFIELD LEADS SUP: RICHARD SAJEWICH	ROOM 5007 101 WEST JEFFERSON PO BOX 19014 SPRINGFIELD, IL	217/785-8200	D09	IL0848400
ALV	DOR INTERNAL AFFAIRS LEADS SUP: JAMES BOYKIN	ROOM L6-NE WILLARD ICE BUILDING 101 WEST JEFFERSON SPRINGFIELD, IL	217/782-3151	D09	IL0849200
KNF *	DOUGLAS COUNTY PROBATION OFFICE	DOUGLAS COUNTY COURTHOUSE PO BOX 412 TUSCOLA, IL	000/000-0000	10	IL021013G
ANF	DOUGLAS COUNTY SHERIFF'S OFFICE LEADS SUP: SGT. MARY HOPKINS	PO BOX 438 TUSCOLA, IL	217/253-3511	D10	IL0210000
ANF *	DOUGLAS COUNTY STATE'S ATTORNEY	DOUGLAS COUNTY COURTHOUSE TUSCOLA, IL	217/253-5471	10	IL021013A

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AFD LEADS SUP: ANN PRIORELLO	DOWNERS GROVE POLICE DEPARTMENT	801 BURLINGTON AVE DOWNERS GROVE, IL	708/964-0300	D02	IL0220600
XFT LEADS SUP: HARRY J. SCHULTZ	DU PAGE COUNTY ADULT PROBATION OFFICE	505 N COUNTY FARM ROAD WHEATON, IL	708/682-7114	D02	IL022013G
XFR LEADS SUP: JOEL A. KAGANN	DU PAGE COUNTY CIRCUIT COURT	505 COUNTY FARM ROAD WHEATON, IL	708/682-7100	D02	IL022015J
XFF LEADS SUP: FREDRICK ISRAEL	DU PAGE COUNTY SHERIFF'S OFFICE	DU PAGE COUNTY COURTHOUSE 501 NORTH COUNTY FARM ROAD WHEATON, IL	708/682-7272	D02	IL02200L3
XFX LEADS SUP: RITA HAYES	DU PAGE COUNTY STATE'S ATTORNEY	505 NORTH COUNTY FARM ROAD WHEATON, IL	708/682-7068	D02	IL022013A
XFY LEADS SUP: RICHARD HAAKE	DU PAGE FOREST PRESERVE	185 SPRING ROAD PO BOX 2339 GLEN ELLYN, IL	708/790-4900	D02	IL0223300
AQQ LEADS SUP: MELINDA K. FOSTER	DU QUOIN POLICE DEPARTMENT	304 EAST POPLAR STREET DU QUOIN, IL	000/000-0000	D13	IL0730100
XDU LEADS SUP: ANNE C. KIFER	DU-COMM CENTRAL DISPATCH	136 NORTH COUNTY FARM ROAD WHEATON, IL	708/260-7500	D02	IL02209X1
LLP * DUNLAP POLICE DEPARTMENT		DUNLAP, IL	000/000-0000	08	IL0721100
HWS * DUPO POLICE DEPARTMENT		100 NORTH 2ND ST DUPO, IL	618/286-4884	11	IL0820600
LRW * DURAND POLICE DEPARTMENT		VILLAGE HALL 308 WEST MAIN PO BOX 166 DURAND, IL	815/248-4194	16	IL1011000
AJW LEADS SUP: MARY GRAVESEN	DWIGHT POLICE DEPARTMENT	219 SOUTH FRANKLIN STREET DWIGHT, IL	815/584-3131	D06	IL0530100

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AXD *	EARLVILLE POLICE DEPARTMENT	101 PARK EARLVILLE, IL	815/246-4151	17	IL0501100
AWA	EAST ALTON POLICE DEPARTMENT LEADS SUP: ROBERT HILL	VITAL SERVICES BUILDING SHAMROCK AND MAIN EAST ALTON, IL	618/259-6212	D11	IL0600400
HWS *	EAST CARONDELET POLICE DEPARTMENT	950 STATE STREET PO BOX 122 EAST CARONDELET, IL	618/286-4486	11	IL0824000
AEC	EAST CENTRAL ILLINOIS TASK FORCE LEADS SUP: CINDY BLACK	208 NORTH 19TH STREET PO BOX 1098 MATTOON, IL	217/235-9600	D10	IL0150800
AJV *	EAST DUBUQUE POLICE DEPARTMENT	193 SINSINAWA AVENUE EAST DUBUQUE, IL	815/747-3913	16	IL0430100
KQD *	EAST DUNDEE POLICE DEPARTMENT	120 BARRINGTON AVENUE EAST DUNDEE, IL	708/428-4034	02	IL0450400
KHG *	EAST GALESBURG POLICE DEPARTMENT	VILLAGE HALL 409 STATE STREET PO BOX 164 EAST GALESBURG, IL	309/343-3312	07	IL0480300
UZQ	EAST HAZELCREST POLICE DEPARTMENT LEADS SUP: RAYMOND C. ROBERTSON	17223 SOUTH THROOP STREET EAST HAZELCREST, IL	708/798-2186	D03	IL01629U1
YTQ *	EAST HAZELCREST POLICE DEPARTMENT	17223 SOUTH THROOP STREET EAST HAZELCREST, IL	708/798-2186	04	IL0162900
BHB	EAST MOLINE POLICE DEPARTMENT LEADS SUP: JACQUELINE ROBINSON	915 16TH AVENUE EAST MOLINE, IL	309/752-1554	D07	IL08104X2
ALH	EAST PEORIA POLICE DEPARTMENT LEADS SUP: LINDA DISSMAN	201 WEST WASHINGTON STREET EAST PEORIA, IL	309/698-4700	D08	IL0900300
HWE	EAST ST. LOUIS POLICE DEPARTMENT LEADS SUP: BRENDA ASKEW	301 EAST BROADWAY EAST ST LOUIS, IL	618/482-6700	D11	IL08207J1

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AQE LEADS SUP:	EASTERN ILLINOIS UNIVERSITY POLICE DEPT LORI K. ALLEN	7TH & GRANT CHARLESTON, IL	217/581-3212 61920-0000	D10	IL0150600
LMX *	EASTON POLICE DEPARTMENT	PO BOX 186 EASTON, IL	309/562-7204 62633-0000	09	IL0630600
KNJ *	EDGAR COUNTY PROBATION OFFICE	EDGAR COUNTY COURT HOUSE 237 EAST COURT PARIS, IL	000/000-0000 61944-0000	10	IL023013G
ANJ LEADS SUP:	EDGAR COUNTY SHERIFF'S OFFICE MICHAEL R. MILLER	EDGAR COUNTY JAIL 228 NORTH CENTRAL PARIS, IL	217/465-4166 61944-0000	D10	IL0230000
KNJ *	EDGAR COUNTY STATE'S ATTORNEY	EDGAR COUNTY COURTHOUSE PARIS, IL	217/465-8502 61944-0000	10	IL023013A
NUE LEADS SUP:	EDWARDS COUNTY SHERIFF'S OFFICE GEORGIA PAINTER	EDWARDS COUNTY COURTHOUSE ALBION, IL	618/445-2721 62806-0000	D19	IL0240000
NUE *	EDWARDS COUNTY STATE'S ATTORNEY	23 WEST MAIN ALBION, IL	618/445-3656 62806-0000	19	IL024013A
HWL LEADS SUP:	EDWARDSVILLE POLICE DEPARTMENT RALPH LEUSCHKE	400 NORTH MAIN STREET EDWARDSVILLE, IL	618/656-2131 62025-0000	D11	IL06005L3
KEM *	EFFINGHAM COUNTY PROBATION OFFICE	ROOM 305 100 EAST JEFFERSON EFFINGHAM, IL	217/347-7931 62401-0000	12	IL025013G
AXQ LEADS SUP:	EFFINGHAM COUNTY SHERIFF'S OFFICE TINA DANIELS	101 NORTH FOURTH EFFINGHAM, IL	217/342-2101 62401-0000	D12	IL0250000
TPF *	EFFINGHAM COUNTY SHERIFF'S OFFICE	101 NORTH FOURTH EFFINGHAM, IL	217/342-2101 62401-0000	12	IL0250000
KEM LEADS SUP:	EFFINGHAM POLICE DEPARTMENT MARLA KAY GEURIN	206 EAST SECTION EFFINGHAM, IL	217/347-0771 62401-0000	D12	IL0250200

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LLU * EL PASO POLICE DEPARTMENT	CITY HALL 52 NORTH ELM EL PASO, IL	61738-0000	309/527-4175	08	IL1020100
AFL * ELBURN POLICE DEPARTMENT	100 SOUTH MAIN PO BOX AF ELBURN, IL	60119-0000	708/365-9441	02	IL0450500
DPV * ELDORADO POLICE DEPARTMENT	921 VETERANS DRIVE ELDORADO, IL	62930-0000	618/273-2141	19	IL0830200
KBG ELGIN POLICE DEPARTMENT LEADS SUP: LYNNE CZISCHKI	150 DEXTER COURT ELGIN, IL	60120-5555	708/931-6011	D02	IL04506L1
AJV * ELIZABETH POLICE DEPARTMENT	125 NORTH MAIN STREET ELIZABETH, IL	61028-0000	815/858-3314	16	IL0430200
TPE * ELIZABETHTOWN POLICE DEPARTMENT	ELIZABETHTOWN, IL	62931-0000	618/287-7493	22	IL0350200
YDE ELK GROVE VILLAGE POLICE DEPARTMENT LEADS SUP: CINDY BELLOW	901 WELLINGTON AVENUE ELK GROVE VILLAGE, IL	60007-0000	708/439-3900	D03	IL01630Y1
AJX * ELKVILLE POLICE DEPARTMENT	CITY HALL GENERAL DELIVERY ELKVILLE, IL	62932-0000	618/568-1211	13	IL0390500
XBE ELMHURST POLICE DEPARTMENT LEADS SUP: CMDR. ROBERT D. JONES	125 EAST FIRST STREET ELMHURST, IL	60126-2870	708/530-3050	D02	IL0220700
YDO ELMWOOD PARK POLICE DEPARTMENT LEADS SUP: GERALD OLSEN	11 CONTI PARKWAY ELMWOOD PARK, IL	60635-0000	708/453-2137	D03	IL0163100
LLP * ELMWOOD POLICE DEPARTMENT	201 WEST MAIN STREET ELMWOOD, IL	61529-0000	309/742-2351	08	IL0720400
TPO * ELWOOD POLICE DEPARTMENT	ELWOOD, IL	60421-0000	815/423-5411	05	IL0991700

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KWQ *	ENERGY POLICE DEPARTMENT	210 PERSHING ENERGY, IL	618/942-5833	13	IL1000800
AOT	EPA, OFFICE OF THE INSPECTOR GEN. INVEST LEADS SUP: ALEX FALCON	THE RALPH H. METCALFE FEDERAL BUILDING 77 WEST JACKSON BOULEVARD, 13TH FLOOR CHICAGO, IL	312/353-2507	D03	IL016067Y
DPV *	EQUALITY POLICE DEPARTMENT	PO BOX 368 EQUALITY, IL	618/276-4296	19	IL0300400
KWT *	ERIE POLICE DEPARTMENT	834 MAIN STREET PO BOX 710 ERIE, IL	309/659-2244	01	IL0980900
KJP *	ESSEX POLICE DEPARTMENT	219 WEST MAIN STREET ESSEX, IL	815/365-2813	21	IL0460900
LLU *	EUREKA POLICE DEPARTMENT	208 NORTH MAIN EUREKA, IL	309/467-3351	08	IL1020200
ZGE	EVANSTON POLICE DEPARTMENT LEADS SUP: LT. GEORGE L. SCHARM	1454 ELMWOOD AVENUE EVANSTON, IL	708/866-5000	D03	IL0163200
KRP *	EVANSVILLE POLICE DEPARTMENT	EVANSVILLE, IL	618/853-2621	13	IL0790700
KTB	EVERGREEN PARK POLICE DEPARTMENT LEADS SUP: SGT. JAMES E. NICOL	9420 SOUTH KEDZIE AVENUE EVERGREEN PARK, IL	708/422-2473	D04	IL01633L1
AUF	FAA INVESTIGATIONS & INTERNAL SECURITY LEADS SUP: MARYANN GERA	2300 EAST DEVON AVENUE AGL-710 DES PLAINES, IL	302/694-7401	D03	ILFAA01S1
AQL *	FAIRBURY POLICE DEPARTMENT	101 EAST LOCUST FAIRBURY, IL	815/692-3351	06	IL0530300
NFW *	FAIRFIELD POLICE DEPARTMENT	212 EAST COURT FAIRFIELD, IL	618/842-2151	19	IL0960100

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
AVI	FAIRMONT CITY POLICE DEPARTMENT LEADS SUP: DORIS PEERY	2601 NORTH 41ST FAIRMONT CITY, IL	618/874-6100	D11	IL0822000
LNL *	FAIRMONT POLICE DEPARTMENT	301 SOUTH MAIN STREET FAIRMONT, IL	217/442-1053	10	IL0920400
HWK	FAIRVIEW HEIGHTS POLICE DEPARTMENT LEADS SUP: DENNIS KNOLHOFF	10027 BUNKUM ROAD FAIRVIEW HEIGHTS, IL	618/397-1680	D11	IL08224L2
KLB *	FAIRVIEW POLICE DEPARTMENT	PO BOX 252 FAIRVIEW, IL	309/778-2623	14	IL0291100
AZV	FARMER CITY POLICE DEPARTMENT LEADS SUP: LARRY A. WOLIUNG	105 SOUTH MAIN PO BOX 49 FARMER CITY, IL	309/928-2111	D06	IL0200200
KNA *	FARMER CITY POLICE DEPARTMENT	105 SOUTH MAIN PO BOX 49 FARMER CITY, IL	309/928-2111	10	IL0200200
KLB *	FARMINGTON POLICE DEPARTMENT	33 NORTH EAST FARMINGTON, IL	309/245-2426	14	IL0290400
AVN *	FAYETTE COUNTY SHERIFF'S OFFICE	221 SOUTH 7TH VANDALIA, IL	618/283-2141	12	IL0260000
HWS *	FAYETTEVILLE POLICE DEPARTMENT	2212 MAIN AVENUE FAYETTEVILLE, IL	618/677-3343	11	IL0822100
AIG	FBI CHICAGO AIG EIG JIG LEADS SUP: JUSTINE MCCLAIN	ROOM 905 219 SOUTH DEARBORN CHICAGO, IL	312/431-1333	D03	ILFBICGS2
AIX	FEDERAL BUREAU OF INVESTIGATION ROCKFORD LEADS SUP: HAROLD J. WILHELM	211 SOUTH COURT STREET PO BOX 218 ROCKFORD, IL	815/968-0715	D16	ILFBIRF00
KIK	FEDERAL BUREAU OF INVESTIGATION, SPFLD LEADS SUP: MARY K. LEACH	SUITE 400 400 WEST MONROE SPRINGFIELD, IL	217/522-9675	D09	ILFBISIS2

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
ZNY *	FISHER POLICE DEPARTMENT	CITY BUILDING 108 FRONT STREET FISHER, IL	217/897-1184	10	IL0100800
ZNL *	FITHIAN POLICE DEPARTMENT	RR 4 BOX 93A DANVILLE, IL	217/442-8287	10	IL0921800
AFZ	FLORA POLICE DEPARTMENT LEADS SUP: DEAN CORRY	123 NORTH LOCUST FLORA, IL	618/662-8323	D12	IL0130200
TPF *	FLORA POLICE DEPARTMENT	123 NORTH LOCUST FLORA, IL	618/662-8323	12	IL0130200
ATD	FLOSSMOOR POLICE DEPARTMENT LEADS SUP: KIMBERLEY WEGMANN	2800 FLOSSMOOR ROAD FLOSSMOOR, IL	708/957-4500	D04	IL0163400
AQF	FORD COUNTY SHERIFF'S OFFICE LEADS SUP: DARELL W. WOLFE	FORD COUNTY COURTHOUSE 259 WEST STATE PO BOX 112 PAXTON, IL	217/379-2324	D21	IL0270000
KCO	FORD HEIGHTS POLICE DEPARTMENT LEADS SUP: GWENDOLYN BUCKNER	1343 ELLIS AVENUE FORD HEIGHTS, IL	708/758-3441	D04	IL0162800
TLQ *	FOREST CITY POLICE DEPARTMENT	PO BOX 63 FOREST CITY, IL	309/597-2313	09	IL0630800
ADG	FOREST PARK POLICE DEPARTMENT LEADS SUP: LT. JOSEPH BYRNES	517 DES PLAINES AVENUE FOREST PARK, IL	708/366-2425	D03	IL0163500
AKH	FOREST VIEW POLICE DEPARTMENT LEADS SUP: ELLEN GINISE	7000 WEST 46TH STREET FOREST VIEW, IL	708/788-0318	D04	IL0163600
KRA *	FORRESTON POLICE DEPARTMENT	FORRESTON, IL	815/938-2150	01	IL0710100
KAF	FOX LAKE POLICE DEPARTMENT LEADS SUP: WILMA STORCK	VILLAGE HALL 301 SOUTH ROUTE 59 FOX LAKE, IL	708/587-3100	D02	IL0490400

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UVF LEADS SUP: ROBERT POLSTON	FOX RIVER GROVE POLICE DEPARTMENT	408 NORTHWEST HIGHWAY FOX RIVER GROVE, IL	708/639-2411	D02	IL05604U1
YAJ *	FOX RIVER GROVE POLICE DEPARTMENT	408 NORTHWEST HIGHWAY FOX RIVER GROVE, IL	708/639-2411	02	IL0560400
ASK *	FOX RIVER VALLEY GARDENS POLICE DEPT	69 SOUTH CIRCLE BARRINGTON, IL	708/526-2131	02	IL0562000
LMK *	FRANKFORT POLICE DEPARTMENT	14 SOUTH HICKORY STREET FRANKFORT, IL	815/469-9435	05	IL0990600
KVE LEADS SUP: RAYMOND BRITTON	FRANKLIN COUNTY SHERIFF'S OFFICE	403 EAST MAIN STREET BENTON, IL	618/435-8187	D13	IL02800L1
LVE *	FRANKLIN COUNTY STATE'S ATTORNEY	FRANKLIN CO COURTHOUSE 222 WEST MAIN BENTON, IL	618/439-4316	13	IL028013A
KRC *	FRANKLIN GROVE POLICE DEPARTMENT	PO BOX 276 FRANKLIN GROVE, IL	815/456-2209	01	IL0520400
KDB LEADS SUP: CARMEN EDDY	FRANKLIN PARK POLICE DEPARTMENT	9545 WEST BELMONT AVENUE FRANKLIN PARK, IL	708/671-8200	D03	IL01637L1
HWS *	FREEBURG POLICE DEPARTMENT	14 SOUTHGATE CENTER FREEBURG, IL	618/539-3132	11	IL0820800
KRF LEADS SUP: BRENDA L. MIMS	FREEPORT POLICE DEPARTMENT	CITY HALL 320 WEST EXCHANGE STREET FREEPORT, IL	815/235-8222	D16	IL0890100
KLB *	FULTON COUNTY JUVENILE PROBATION OFFICE	FULTON COUNTY COURTHOUSE PO BOX 301 LEWISTOWN, IL	309/547-3041	14	IL029023G
KLB *	FULTON COUNTY PROBATION OFFICE	FULTON COUNTY COURTHOUSE PO BOX 301 LEWISTOWN, IL	309/547-3041	14	IL029013G

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ALB	FULTON COUNTY SHERIFF'S OFFICE LEADS SUP: ROBERT W. WHITE	FULTON COUNTY JAIL 268 WEST WASHINGTON STREET LEWISTOWN, IL	309/547-2277	D14	IL0290000
KLB *	FULTON COUNTY STATE'S ATTORNEY	FULTON COUNTY COURTHOUSE 100 NORTH MAIN LEWISTOWN, IL	309/547-3041	14	IL029013A
KWT *	FULTON POLICE DEPARTMENT	1110 3RD STREET FULTON, IL	815/589-3617	01	IL0980200
AVS *	GALATIA POLICE DEPARTMENT	GALATIA, IL	000/000-0000	19	IL0830400
NJV *	GALENA POLICE DEPARTMENT	312 1/2 NORTH MAIN GALENA, IL	815/777-2131	16	IL0430300
AHG	GALESBURG POLICE DEPARTMENT LEADS SUP: BOBETTE L. BENSON	150 SOUTH BROAD STREET GALESBURG, IL	309/343-9151	D07	IL0480400
DPV *	GALLATIN COUNTY SHERIFF'S OFFICE	GALLATIN CO COURTHOUSE SHAWNEETOWN, IL	618/269-3137	19	IL0300000
AHI *	GALVA POLICE DEPARTMENT	CHESTER STREET GALVA, IL	309/932-3720	07	IL0370600
AJF *	GARDNER POLICE DEPARTMENT	302 NORTH CENTER GARDNER, IL	815/237-2210	05	IL0320200
AHF	GENESEO POLICE DEPARTMENT LEADS SUP: RUTH CLEARMAN	CITY HALL 119 SOUTH OAKWOOD AVENUE PO BOX 9 GENESEO, IL	309/944-5141	D07	IL0370700
UOK	GENEVA POLICE DEPARTMENT LEADS SUP: WILLIAM E. PARZYSZEK III	20 POLICE PLAZA GENEVA, IL	708/232-4736	D02	IL04507U1
KRD *	GENOA POLICE DEPARTMENT	117 SOUTH EMMETT GENOA, IL	815/784-6633	02	IL0190100

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LNL *	GEORGETOWN POLICE DEPARTMENT	308 SOUTH WALNUT GEORGETOWN, IL	217/662-2131	10	IL0920500
NKR *	GERMANTOWN POLICE DEPARTMENT	306 PRAIRIE STREET GERMANTOWN, IL	618/523-4226	11	IL0141300
AXC	GIBSON CITY POLICE DEPARTMENT LEADS SUP: DENNIS J. HIGGINS	CITY HALL 101 EAST 8TH STREET PO BOX 545 GIBSON CITY, IL CITY HALL	217/784-4664	D21	IL0270100
DPZ *	GIBSON CITY POLICE DEPARTMENT	101 EAST 8TH STREET PO BOX 545 GIBSON CITY, IL	217/784-4664	21	IL0270100
UKZ	GILBERTS POLICE DEPARTMENT LEADS SUP: STEVEN FREDERICK	86 RAILROAD STREET GILBERTS, IL	708/428-2861	D02	IL04521U1
AFL *	GILBERTS POLICE DEPARTMENT	86 RAILROAD STREET GILBERTS, IL	708/428-2861	02	IL0452100
TPI *	GILLESPIE POLICE DEPARTMENT	115 NORTH MACOUPIN STREET GILLESPIE, IL	217/839-2351	18	IL0590500
KIR *	GILMAN POLICE DEPARTMENT	226 NORTH CENTRAL STREET GILMAN, IL	815/265-7226	21	IL0380200
KMS *	GIRARD POLICE DEPARTMENT	111 WEST MADISON GIRARD, IL	217/627-2131	18	IL0590600
LLP *	GLASFORD POLICE DEPARTMENT	PO BOX 47 GLASFORD, IL	309/389-3162	08	IL0721200
AGQ	GLEN CARBON POLICE DEPARTMENT LEADS SUP: ROBERT A. RIZZI SR.	151 NORTH MAIN STREET PO BOX C GLEN CARBON, IL	618/288-7226	D11	IL0602300
XBD	GLEN ELLYN POLICE DEPARTMENT LEADS SUP: LT. THOMAS ROMAN	535 DUANNE STREET GLEN ELLYN, IL	708/469-1187	D02	IL02209X1

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YGS LEADS SUP: LT. ALAN KEBBY	GLENCOE POLICE DEPARTMENT	325 HAZEL AVENUE GLENCOE, IL	708/835-4111	D03	IL01638Y1
YGN LEADS SUP: BETTY L. COLLINS	GLENDALE HEIGHTS POLICE DEPARTMENT	300 CIVIC CENTER PLAZA GLENDALE HEIGHTS, IL	708/260-6020	D02	IL0220800
YGL LEADS SUP: RHONDA R. JENKINS	GLENVIEW POLICE DEPARTMENT	1215 WAUKEGAN ROAD GLENVIEW, IL	708/729-5000	D03	IL01639Y1
ACT LEADS SUP: BARBARA ZIMNY	GLENWOOD POLICE DEPARTMENT	1 SOUTH REBECCA STREET GLENWOOD, IL	708/758-6071	D04	IL0164000
TPE * GOLCONDA POLICE DEPARTMENT		MONROE & MAIN PO BOX 511 GOLCONDA, IL	618/683-3341	22	IL0760100
ACQ * GOLF POLICE DEPARTMENT		1 BRIAR ROAD GOLF, IL	708/998-8852	03	IL0164100
LLU * GOODFIELD POLICE DEPARTMENT		408 ROBINSON STREET GOODFIELD, IL	309/965-2181	08	IL1020800
AOJ * GOREVILLE POLICE DEPARTMENT		CITY HALL GOREVILLE, IL	618/995-9616	13	IL0440200
AMA LEADS SUP: ROSINA MASCOLO	GOVERNOR'S STATE UNIVERSITY POLICE DEPT	ROUTE 54 & UNIVERSITY PARKWAY UNIVERSITY PARK, IL	708/534-5022	D05	IL09924A1
AJL * GRAND RIDGE POLICE DEPARTMENT		315 RAILROAD GRAND RIDGE, IL	815/249-6462	17	IL0501300
U28 LEADS SUP: ROBERT L. ADAMS	GRANDVIEW POLICE DEPARTMENT	2377 EAST RESERVOIR SPRINGFIELD, IL	217/528-7624	D09	IL08401U1
ZLF * GRANDVIEW POLICE DEPARTMENT		2377 EAST RESERVOIR SPRINGFIELD, IL	217/528-7624	09	IL0840100

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HWN	GRANITE CITY POLICE DEPARTMENT LEADS SUP: SUSAN BROWN	CITY HALL 2330 MADISON GRANITE CITY, IL	618/451-9760	D11	IL06007H1
ANZ	GRANT PARK POLICE DEPARTMENT LEADS SUP: ROBERT MORRIS	100 EAST TAYLOR PO BOX 414 GRANT PARK, IL	815/465-2151	D21	IL0461100
KJP *	GRANT PARK POLICE DEPARTMENT	100 EAST TAYLOR PO BOX 414 GRANT PARK, IL	815/465-2151	21	IL0461100
TPQ *	GRANVILLE POLICE DEPARTMENT	WEST MAIN GRANVILLE, IL	815/339-2417	17	IL0780100
AGR	GRAYSLAKE POLICE DEPARTMENT LEADS SUP: TERRY BOUMA	151 HAWLEY PO BOX 325 GRAYSLAKE, IL	708/223-2341	D02	IL0490500
DPV *	GRAYVILLE POLICE DEPARTMENT	101 SOUTH MAIN STREET GRAYVILLE, IL	618/375-2351	19	IL0970200
LLP *	GREATER PEORIA AIRPORT	1900 SOUTH MAXWELL ROAD PEORIA, IL	309/697-4466	08	IL0721800
AHI *	GREEN ROCK POLICE DEPARTMENT	215 FIRST STREET GREEN ROCK, IL	309/755-8747	07	IL0370800
TLQ *	GREEN VALLEY POLICE DEPARTMENT	PO BOX 111 GREEN VALLEY, IL	309/346-4141	08	IL0901400
AQG	GREENE COUNTY SHERIFF'S OFFICE LEADS SUP: JANE A. REEVES	GREENE COUNTY COURTHOUSE 403 7TH STREET CARROLLTON, IL	217/942-6901	D18	IL0310000
AQG *	GREENFIELD POLICE DEPARTMENT	511 CHESTNUT STREET GREENFIELD, IL	217/368-2332	18	IL0310200
TPF *	GREENUP POLICE DEPARTMENT	MUNICIPAL BUILDING PO BOX 246 GREENUP, IL	217/923-5555	12	IL0180100

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AMM *	GREENVIEW POLICE DEPARTMENT	PO BOX 1 GREENVIEW, IL	217/968-5314	09	IL0650300
NGW *	GREENVILLE POLICE DEPARTMENT	404 SOUTH THIRD STREET GREENVILLE, IL	618/664-2131	11	IL0030100
AJJ *	GRIDLEY POLICE DEPARTMENT	117 EAST THIRD GRIDLEY, IL	309/747-3320	06	IL0571000
AJF	GRUNDY COUNTY SHERIFF'S OFFICE LEADS SUP: KAY ELENS	GRUNDY COUNTY COURTHOUSE 111 EAST WASHINGTON MORRIS, IL	815/942-0336	D05	IL0320000
AGT	GSA FEDERAL PROT SERVICE, CONTROL CENTER LEADS SUP: ROBERT M. HOPPE	ROOM 255 536 SOUTH CLARK STREET CHICAGO, IL	312/353-0735	D03	ILFPS00S1
EGT	GSA FEDERAL PROT SERVICE, CONTROL CENTER LEADS SUP: ROBERT M. HOPPE	INVESTIGATION DIVISION 230 SOUTH DEARBORN STREET, 35TH FLOOR CHICAGO, IL	312/353-0735	D03	ILFPS00S3
TPM *	GULFPORT POLICE DEPARTMENT	RR 1 PO BOX G 101 CARMAN, IL	309/873-2351	14	IL0360100
UGU	GURNEE POLICE DEPARTMENT LEADS SUP: AL MARQUARDT	4587 GRAND AVENUE GURNEE, IL	708/244-8640	D02	IL04906U1
UQM	HAINESVILLE POLICE DEPARTMENT LEADS SUP: MICHAEL KAMYS	83-2 WEST BELVIDERE ROAD HAINESVILLE, IL	708/546-4600	D02	IL04928U1
ARO *	HAINESVILLE POLICE DEPARTMENT	83-2 WEST BELVIDERE ROAD HAINESVILLE, IL	708/546-4600	02	IL0492800
AWB *	HAMEL POLICE DEPARTMENT	111 SOUTH HILLSBORO PO BOX 275 HAMEL, IL	618/633-2777	11	IL0602800
DPV *	HAMILTON COUNTY SHERIFF'S OFFICE	HAMILTON CO COURTHOUSE MC LEANSBORO, IL	618/643-2511	19	IL0330000

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ARH *	HAMILTON POLICE DEPARTMENT	1010 BROADWAY HAMILTON, IL	217/847-3347	14	IL0340400
AFL *	HAMPSHIRE POLICE DEPARTMENT	VILLAGE HALL 234 SOUTH STATE STREET PO BOX 457 HAMPshire, IL	708/683-2240	02	IL0450800
AHD *	HAMPTON POLICE DEPARTMENT	901 4TH ST HAMPTON, IL	309/496-9123	07	IL0811100
ARH	HANCOCK COUNTY SHERIFF'S OFFICE LEADS SUP: ROSALIE A. BISHOP	98 BUCHANAN HWY 136 WEST PO BOX 66 CARTHAGE, IL	217/357-2115	D14	IL0340000
ARH *	HANCOCK COUNTY STATE'S ATTORNEY	HANCOCK COUNTY COURTHOUSE CARTHAGE, IL	217/357-3916	14	IL034013A
LLP *	HANNA CITY POLICE DEPARTMENT	104 NORTH 1ST STREET HANNA CITY, IL	309/565-4226	08	IL0720500
ZGO	HANOVER PARK POLICE DEPARTMENT LEADS SUP: BARBARA BUBROWSKI	2121 WEST LAKE STREET HANOVER PARK, IL	708/837-0115	D03	IL01642Z1
AJV *	HANOVER POLICE DEPARTMENT	ROUTE 84 SOUTH HANOVER, IL	815/591-2100	16	IL0430400
TPE *	HARDIN COUNTY SHERIFF'S OFFICE	PO BOX 246 ELIZABETHTOWN, IL	618/287-2271	22	IL0350000
AVS *	HARRISBURG POLICE DEPARTMENT	CITY HALL 110 EAST LOCUST STREET HARRISBURG, IL	618/252-8386	19	IL0830300
KWW *	HARTFORD POLICE DEPARTMENT	507 NORTH DELMAR HARTFORD, IL	618/254-4391	11	IL0600800
KUH	HARVARD POLICE DEPARTMENT LEADS SUP: JOYCE JOOSTEN	201 WEST FRONT STREET HARVARD, IL	815/943-4431	D02	IL0560500

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ACF	HARVEY POLICE DEPARTMENT LEADS SUP: INSP. JOSEPH W. LINKUS	SOUTH 15301 DIXIE HIGHWAY HARVEY, IL	708/331-3030	D04	IL01643A1
KGK	HARWOOD HEIGHTS POLICE DEPARTMENT LEADS SUP: JO ANNE FIEDLER	7343 WEST LAWRENCE AVENUE HARWOOD HEIGHTS, IL	708/867-4343	D03	IL01644L1
LHV	HAVANA POLICE DEPARTMENT LEADS SUP: ROBERT HUBER	CITY HALL 226 WEST MARKET HAVANA, IL	309/543-3321	D09	IL0630100
UZZ	HAWTHORN WOODS POLICE DEPARTMENT LEADS SUP: PAUL KRUSZYNSKI	2 LAGOON DRIVE HAWTHORN WOODS, IL	708/438-9050	D02	IL04938U1
AAP *	HAWTHORN WOODS POLICE DEPARTMENT	2 LAGOON DRIVE HAWTHORN WOODS, IL	708/438-7010	02	IL0493800
YTQ	HAZEL CREST POLICE DEPARTMENT LEADS SUP: PAT BECKMAN	3000 W 170TH PLACE HAZEL CREST, IL	708/335-9640	D04	IL0164500
UZA	HEBRON POLICE DEPARTMENT LEADS SUP: ELOF A. BORGESON	10315 FREEMAN ROAD PO BOX 112 HEBRON, IL	815/648-2351	D02	IL05606U1
AAC *	HEBRON POLICE DEPARTMENT	10315 FREEMAN ROAD PO BOX 112 HEBRON, IL	815/648-2351	02	IL0560600
HWF *	HECKER POLICE DEPARTMENT	PO BOX 239 HECKER, IL	618/473-2226	11	IL0670400
AXP	HENDERSON COUNTY SHERIFF'S OFFICE LEADS SUP: DARYL THOMPSON	HENDERSON CO JAIL GENERAL DELIVERY PO BOX 248 OQUAWKA, IL	309/867-4291	D14	IL0360000
TPM *	HENDERSON COUNTY SHERIFF'S OFFICE	HENDERSON CO JAIL GENERAL DELIVERY PO BOX 248 OQUAWKA, IL	309/867-4181	14	IL0360000
LNL *	HENNING POLICE DEPARTMENT	PO BOX 44 HENNING, IL	217/286-3321	10	IL0921900

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
HHI *	HENRY COUNTY CIRCUIT COURT	HENRY COUNTY COURTHOUSE PO BOX 9 CAMBRIDGE, IL	309/937-3305	07	IL037015J
ART	HENRY COUNTY PROB & COURT SERVICES LEADS SUP: DEBORAH J. ANDERSON	HENRY COUNTY COURTHOUSE CAMBRIDGE, IL	309/937-3329	D07	IL037013G
AHI	HENRY COUNTY SHERIFF'S OFFICE LEADS SUP: DIANE HODGETT	316 WEST COURT STREET CAMBRIDGE, IL	309/937-3911	D07	IL0370000
ARU	HENRY COUNTY STATE'S ATTORNEY LEADS SUP: CATHY L. BERGREW	HENRY CO COURTHOUSE CAMBRIDGE, IL	309/937-2431	D07	IL037013A
AXM *	HENRY POLICE DEPARTMENT	426 EAST PARK HENRY, IL	309/364-3933	08	IL0620100
AZH	HERRIN POLICE DEPARTMENT LEADS SUP: KAREN S. CLARK	HERRIN CITY HALL 300 N PARK HERRIN, IL	618/942-4132	D13	IL1000200
KWQ *	HERRIN POLICE DEPARTMENT	HERRIN CITY HALL 300 N PARK HERRIN, IL	618/942-4132	13	IL1000200
KJP *	HERSCHER POLICE DEPARTMENT	272 EAST SECOND STREET HERSCHER, IL	815/426-2131	21	IL0461000
AJJ *	HEYWORTH POLICE DEPARTMENT	108 SOUTH BUCHANAN HEYWORTH, IL	309/473-2811	06	IL0570400
ATN	HICKORY HILLS POLICE DEPARTMENT LEADS SUP: GEORGE P. DULZO	8652 WEST 95TH STREET HICKORY HILLS, IL	708/598-4900	D04	IL0164600
YAH	HIGHLAND PARK POLICE DEPARTMENT LEADS SUP: ERNEST J. CASTELLI	1677 OLD DEERFIELD ROAD HIGHLAND PARK, IL	708/432-7730	D02	IL04907Y1
HHQ	HIGHLAND POLICE DEPARTMENT LEADS SUP: TAMMY LYNN HOLDEMAN	820 MULBERRY HIGHLAND, IL	618/654-2131	D11	IL06009L2

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AHW	HIGHWOOD POLICE DEPARTMENT LEADS SUP: DONNA HENZE	17 HIGHWOOD AVENUE HIGHWOOD, IL	708/432-2152	D02	IL0490800
KRA *	HILLCREST POLICE DEPARTMENT	RR1 HILLCREST AVENUE ROCHELLE, IL	815/562-7711	01	IL0710700
AOH	HILLSBORO POLICE DEPARTMENT LEADS SUP: TOM MORONEY	PO BOX 542 HILLSBORO, IL	217/532-6129	D18	IL0680100
AHD *	HILLSDALE POLICE DEPARTMENT	226 MAIN STREET HILLSDALE, IL	309/658-2501	07	IL0811400
AFK	HILLSIDE POLICE DEPARTMENT LEADS SUP: MAURA FINN	30 NORTH WOLF ROAD HILLSIDE, IL	708/449-8851	D03	IL0164700
KRD *	HINCKLEY POLICE DEPARTMENT	711 EAST LINCOLN STREET HINCKLEY, IL	815/286-7465	02	IL0190200
AVH	HINES VA HOSPITAL POLICE LEADS SUP: SGT. DARRELL DALEY	ROOM F117 BLDG # 1 PO BOX 1060 HINES, IL	708/216-2013	D03	ILVA002S1
XFH	HINSDALE POLICE DEPARTMENT LEADS SUP: ANN MARIE GRANADO	121 NATHANIEL M SYMONDS DRIVE HINSDALE, IL	708/789-7070	D02	IL0221000
AQH	HODGKINS POLICE DEPARTMENT LEADS SUP: HOWARD HANSEL	8990 LYONS STREET HODGKINS, IL	708/352-4623	D04	IL0164900
YDN	HOFFMAN ESTATES POLICE DEPARTMENT LEADS SUP: JOHN BUCKLEY	1200 NORTH GANNON DRIVE HOFFMAN ESTATES, IL	708/882-1818	D03	IL0165000
ACK	HOMETOWN POLICE DEPARTMENT LEADS SUP: CAPT. ANTHONY WOLOWICZ	4331 SOUTHWEST HIGHWAY HOMETOWN, IL	708/422-2188	D04	IL0165100
YCL	HOMEWOOD POLICE DEPARTMENT LEADS SUP: PENNY W. BRADSHAW	17950 DIXIE HIGHWAY HOMEWOOD, IL	708/798-2133	D04	IL0165200

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* Non-Terminal Agency: Direct messages to CDC listed.

AGENCY NAME DIRECTORY

CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
AHZ *	HOOPESTON CITY ATTORNEY	216 SOUTH MARKET HOOPESTON, IL	217/283-5196	10	IL092031A
AHZ	HOOPESTON POLICE DEPARTMENT LEADS SUP: RUSSELL L. RUDD	CITY BUILDING 229 SOUTH MARKET STREET HOOPESTON, IL	217/283-5196	D10	IL0920600
TLQ *	HOPEDALE POLICE DEPARTMENT	MAIN AND RAILROAD STREETS HOPEDALE, IL	309/449-5733	08	IL0900400
KJP *	HOPKINS PARK POLICE DEPARTMENT	CENTRAL & MAIN STREET HOPKINS PARK, IL	815/944-5204	21	IL0461500
KJJ *	HUDSON POLICE DEPARTMENT	HUDSON, IL	309/726-1137	06	IL0571100
LKR *	HUEY POLICE DEPARTMENT	HUEY, IL	618/594-2376	11	IL0140800
UHT	HUNTLEY POLICE DEPARTMENT LEADS SUP: MICHAEL P. HEWITT	11704 CORAL STREET HUNTLEY, IL	708/669-2141	D02	IL05607U1
AAC *	HUNTLEY POLICE DEPARTMENT	11704 CORAL STREET HUNTLEY, IL	708/669-2131	02	IL0560700
AZF *	HUTSONVILLE POLICE DEPARTMENT	105 SOUTH MAIN STREET HUTSONVILLE, IL	618/563-4971	12	IL0170400
AIP	IDOT DIV OF HIGHWAYS, BUREAU OF MAINT. LEADS SUP: RON REES	ROOM 009 DOT ADMINISTRATION BLDG. 2300 SOUTH DIRKSEN PARKWAY SPRINGFIELD, IL	217/782-2937	D09	ILHIGHWAY
AZU	IL DEPT PROF REG, DOWNSTATE ENFORCEMENT LEADS SUP: JEFF L. ATTERBERRY	320 WEST WASHINGTON SPRINGFIELD, IL	217/785-0800	D09	IL084015Y
ARG	IL DEPT PROFESSIONAL REGULATION LEADS SUP: MICHAEL D. FULLMAN	ROOM 9-300 100 WEST RANDOLPH SUITE 9-300 CHICAGO, IL	217/785-0800	D03	IL0162P00

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
NDZ LEADS SUP:	ILLINOIS ALCOHOL AND SUBSTANCE ABUSE INVST IDASA	ROOM 5600 STATE OF ILLINOIS CENTER 100 WEST RANDOLPH CHICAGO, IL 60603-0000	312/814-6398	D03	IL0161HN1
AGX LEADS SUP:	ILLINOIS ATTORNEY GENERAL SAMUEL W. MITCHELL JR.	INVESTIGATIONS 100 WEST RANDOLPH STREET 13TH FLOOR CHICAGO, IL 60601-0000	312/814-6134	D03	IL016015A
TLQ *	ILLINOIS CENTRAL COLLEGE POLICE DEPT	US ROUTE 24 EAST PEORIA, IL 61635-0000	309/694-5225	08	IL0901500
YVM *	ILLINOIS CENTRAL RAILROAD PD	ILL. CENTER II 27TH FLOOR 233 NORTH MICHIGAN CHICAGO, IL 60601-5799	312/819-7786	03	IL0164X9E
AUV LEADS SUP:	ILLINOIS COMMERCE COMMISSION POLICE DIANE GROTTOLA	527 EAST CAPITOL AVENUE PO BOX 19280 SPRINGFIELD, IL 62794-9280	217/785-8432	D09	IL0844200
MIL LEADS SUP:	ILLINOIS CRIMINAL JUSTICE INFO AUTHORITY STEPHEN F. TAPKE	120 SOUTH RIVERSIDE PLAZA 10TH FLOOR CHICAGO, IL 60606-3997	312/454-1560	D03	IL016025Y
ALY LEADS SUP:	ILLINOIS DEPARTMENT OF CORRECTIONS JAN WISEMAN	1301 CONCORDIA COURT PO BOX 19277 SPRINGFIELD, IL 62702-9277	217/522-2666	D09	IL084025C
AYL LEADS SUP:	ILLINOIS INSTITUTE OF TECHNOLOGY PD STEPHEN D. YOUNG	MACHINERY HALL 100 WEST 33RD STREET CHICAGO, IL 60616-0000	312/567-6792	D04	IL016AA9E
SCP LEADS SUP:	ILLINOIS LIQUOR CONTROL COMMISSION ERIC WISETTE	ROOM 5-300 100 WEST RANDOLPH STREET CHICAGO, IL 60601-0000	312/793-2206	D03	IL0166S00
KJZ LEADS SUP:	ILLINOIS STATE POLICE LANA ANDREWS	ROOM 4-600 100 WEST RANDOLPH CHICAGO, IL 60601-0000	217/782-7263	D03	IL0161V00
ASU LEADS SUP:	ILLINOIS STATE UNIVERSITY POLICE DEPT SGT. BONNIE DEVORE	ROOM 105-R GENERAL SERVICES BUILDING 700 WEST COLLEGE AVENUE NORMAL, IL 61761-0000	309/438-8631	D06	IL0571500
U34 LEADS SUP:	ILLIOPOLIS POLICE DEPARTMENT BYRON K. HONEA	302 FIFTH STREET PO BOX 76 ILLIOPOLIS, IL 62539-0000	217/486-2351	D09	IL08412U1

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
ZLF *	ILLINOIS POLICE DEPARTMENT	302 FIFTH STREET PO BOX 76 ILLINOIS, IL	217/486-2351	09	IL0841200
AIN	INDIAN HEAD PARK POLICE DEPARTMENT	201 ACACIA DRIVE INDIAN HEAD PARK, IL	708/246-4534	D04	IL0165300
ZNL *	INDIANOLA POLICE DEPARTMENT	VILLAGE HALL INDIANOLA, IL	217/284-3282	10	IL0922000
KIR *	IROQUOIS COUNTY ADULT PROBATION OFFICE	550 SOUTH TENTH STREET WATSEKA, IL	000/000-0000	21	IL038013G
AIR	IROQUOIS COUNTY SHERIFF'S OFFICE	550 SOUTH TENTH STREET WATSEKA, IL	815/432-4918	D21	IL0380000
KIR *	IROQUOIS COUNTY STATE'S ATTORNEY	550 SOUTH TENTH STREET WATSEKA, IL	815/432-6980	21	IL038013A
KIR *	IROQUOIS POLICE DEPARTMENT	550 SOUTH TENTH STREET WATSEKA, IL	815/432-4918	21	IL0381300
HZW *	IRVINGTON POLICE DEPARTMENT	PO BOX 26 IRVINGTON, IL	618/249-6225	13	IL0950500
ASK	ISLAND LAKE POLICE DEPARTMENT	PO BOX 450 ISLAND LAKE, IL	708/526-2100	D02	IL0492400
AUQ	ISP DARE BUREAU	SUITE 4 4 OLD STATE CAPITOL PLAZA SPRINGFIELD, IL	217/524-6935	D09	IL08496Q2
AID	ISP DCI AREA I FRAUD UNIT	ROOM 438 188 INDUSTRIAL DRIVE ELMHURST, IL	708/530-6550	D02	IL0224100
AKY	ISP DCI GAMING BOARD, DES PLAINES	9511 WEST HARRISON AVENUE DES PLAINES, IL	708/294-4100	D03	IL0169Y00

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* Non-Terminal Agency: Direct messages to CDC listed.

AGENCY NAME DIRECTORY

CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
EXI LEADS SUP:	ISP DCI INTELLIGENCE AREA NORTH DEBORAH MEYER	188 INDUSTRIAL DRIVE 4TH FLOOR ELMHURST, IL 60126-0000	708/530-3137	D02	IL0224300
TIE LEADS SUP:	ISP DCI INTELLIGENCE BUREAU CAPT. WILLIAM DOSTER	SUITE 400 500 ILES PARK PLACE SPRINGFIELD, IL 62718-1002	217/782-6764	D09	IL08425T1
DXO	ISP DCI INTELLIGENCE COMMAND	ROOM 200 500 ILES PARK PLACE SPRINGFIELD, IL 62718-0000	217/782-6053	D09	IL08437N2
BBX LEADS SUP:	ISP DCI ZONE 01 DAVE REED	3107 EAST LINCOLNWAY STERLING, IL 61081-0000	815/625-4204	D01	IL0981100
BEG LEADS SUP:	ISP DCI ZONE 02 ELIZABETH ADAMS	595 SOUTH STATE STREET ELGIN, IL 60123-0000	708/697-6430	D02	IL04523B1
BIF LEADS SUP:	ISP DCI ZONE 03 LESLIE SAN FILIPO	477 SOUTH RIVER ROAD DES PLAINES, IL 60016-0000	708/699-9580	D03	IL0169L00
BIT LEADS SUP:	ISP DCI ZONE 04 DAN MC DEVITT	12800 SOUTH AUSTIN AVENUE PALOS HEIGHTS, IL 60463-0000	708/396-3800	D04	IL0169M00
BDV LEADS SUP:	ISP DCI ZONE 05 ROBERTA ANN KILPATRICK	16648 SOUTH ILLINOIS ROUTE 53 ROMEDEVILLE, IL 60441-9546	815/726-9190	D05	IL0992700
BIJ LEADS SUP:	ISP DCI ZONE 06 PATTY SUBLETT	808 ELDORADO ROAD BLOOMINGTON, IL 61704-0000	309/663-9531	D06	IL0571600
BDS LEADS SUP:	ISP DCI ZONE 07 MARYLEE B. CARPENTIER	600 HILLCREST DRIVE EAST MOLINE, IL 61244-0000	309/755-8622	D07	IL0811700
BLI LEADS SUP:	ISP DCI ZONE 08 SUSAN K. ONYUN	8811 NORTH PIONEER ROAD PEORIA, IL 61615-0000	309/692-2100	D08	IL0721700
BIW LEADS SUP:	ISP DCI ZONE 08A M/SGT EDIE J. CASELLA	SUB-POST 8A 220 JOLIET STREET LASALLE, IL 61301-0000	815/223-2111	D17	IL0501900

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
DYC	ISP DCI ZONE 09 LEADS SUP: PAT RAMSEY	ROOM 114 TERMINAL BUILDING 1000 CAPITOL AIRPORT DRIVE SPRINGFIELD, IL	217/782-4750	D09	IL0842600
BNI	ISP DCI ZONE 10 LEADS SUP: RUBY GORDON-PHILLIPS	2125 SOUTH FIRST CHAMPAIGN, IL	217/333-1211	D10	IL0100900
YWJ	ISP DCI ZONE 11 LEADS SUP: DONNA HANRATTY	METRO EAST RGN OFF COMPLX 1100 EASTPORT PLAZA COLLINSVILLE, IL	618/346-3700	D11	IL0603100
ADM	ISP DCI ZONE 12 LEADS SUP: GARY DAVIS	ROOM 21 1901 S. FOURTH STREET EFFINGHAM, IL	217/342-2292	D12	IL0250900
BIM	ISP DCI ZONE 13 LEADS SUP: RICHARD EVANS	2309 WEST MAIN STREET MARION, IL	618/997-9431	D13	IL1001200
BOU	ISP DCI ZONE 13A LEADS SUP: M/SGT KEN CLORE	ROUTE 14 WEST CARMi, IL	618/382-4609	D19	IL0970400
BDV	ISP DCI ZONE 14 LEADS SUP: S/A JAMES COMRIE	1034 WEST JACKSON STREET MACOMB, IL	309/837-9981	D14	IL0550700
ANK	ISP DCI ZONE 14A LEADS SUP: M/SGT MICHAEL ERNST	1400 NORTH 30TH STREET QUINCY, IL	217/222-0331	D20	IL0010600
ADW	ISP DCI ZONE 16 LEADS SUP: EARL HERNANDEZ	ROCKFORD REG OFFICE BLDG 200 SOUTH WYMAN STREET, 1ST FLOOR ROCKFORD, IL	815/987-7440	D16	IL1011500
BEH	ISP DCI ZONE 20 RACE TRACK UNIT LEADS SUP: CAPT. STEPHEN J. MILLER	ROOM 436 188 INDUSTRIAL DRIVE ELMHURST, IL	708/680-6688	D02	IL0223800
AMQ	ISP DCI ZONE 21/KAMEG LEADS SUP: TERESA CAILTEUX	PO BOX 320 BOURBONNAIS, IL	815/933-3953	D21	IL0461700
KYW	ISP DFI BOI CRIME STUDIES LEADS SUP: JAMES R. BUSHNELL	726 SOUTH COLLEGE STREET PO BOX 3677 SPRINGFIELD, IL	217/782-3310	D09	IL0848684

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC CKT	ISP DFI BUREAU OF IDENTIFICATION LEADS SUP: THOMAS LOVERUDE	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST D05	ORI IL09989T1
			260 NORTH CHICAGO STREET JOLIET, IL	815/740-5160		
				60431-9901		
CKX	ISP DFI CRIME SERVICES LEADS SUP: LINDA DECKER		ROOM 300A ARMORY BUILDING 2ND & ADAMS STREETS PO BOX 19461	217/782-5193	D09	IL0848600
AXU	ISP DIV OF INTERNAL INVEST. COLLINSVILLE LEADS SUP: ANNE SIMPSON		SPRINGFIELD, IL 1100 EASTPORT PLAZA COLLINSVILLE, IL	618/346-3550	D11	IL0603400
				62234-0000		
AUX	ISP DIV OF INTERNAL INVEST. ELMHURST LEADS SUP: JOANN MARKOS		SUIT 404 188 INDUSTRIAL DRIVE ELMHURST, IL	708/530-6999	D02	IL0224900
				60126-0000		
AXT	ISP DIV OF INTERNAL INVEST. PALOS HTS. LEADS SUP: CAPT. WILSON H. PIERCE		12800 SOUTH AUSTIN AVENUE PALOS HEIGHTS, IL	708/396-3855	D04	IL0163Q00
				60463-0000		
KIV	ISP DIV OF INTERNAL INVEST. SPFLD LEADS SUP: BETTY MARTIN		P.O. BOX 19461 500 ARMORY BUILDING SPRINGFIELD, IL	312/814-3826	D09	IL08487K1
				62794-9461		
BIE	ISP DIVISION OF CRIMINAL INVESTIGATION LEADS SUP: CHERI STRODE		ROOM 200 500 ILES PARK PLACE SPRINGFIELD, IL	217/782-6053	D09	IL0842500
				62718-0000		
AVU	ISP DIVISION OF STATE TROOPERS		ROOM 401 ARMORY BUILDING 2ND & MONROE STREETS PO BOX 19461	217/782-7095	D09	IL08498A2
			SPRINGFIELD, IL			
KQC	ISP DOA INFORMATION SERVICES BUREAU LEADS SUP: DICK WHITE		ROOM 501 ARMORY BUILDING 2ND & MONROE STREETS PO BOX 19461	217/785-4838	D09	IL08496Q1
			SPRINGFIELD, IL			
AST	ISP DOA RESEARCH & DEVELOPMENT BUREAU LEADS SUP: CAPT. DENNIS W. BOWMAN		ROOM 300 DUNN BUILDING 201 EAST ADAMS STREET SPRINGFIELD, IL	217/782-5228	D09	IL08496R1
				62794-9461		
				62701-0000		
ASC	ISP DST AIR OPERATIONS LEADS SUP: LT. JOHN C. NORDIN		1100 NORTH AIRPORT DRIVE SPRINGFIELD, IL	217/782-2206	D09	IL0844700
				62707-8498		
TOV	ISP DST AREA I COMMAND LEADS SUP: MAJ. CHARLES DOERR		12800 SOUTH AUSTIN AVENUE PALOS HEIGHTS, IL	708/396-3870		IL0163F00
				60463-0000		

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* Non-Terminal Agency: Direct messages to CDC listed.

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TIO	ISP DST AREA II COMMAND LEADS SUP: ODELL THOMPSON	ROOM 220 595 SOUTH STATE STREET ELGIN, IL	708/742-7680	D02	IL0452500
TPV	ISP DST AREA III COMMAND LEADS SUP: MAJ. LARRY DRAGER	201 EAST ADAMS SUITE 200 SPRINGFIELD, IL	217/524-6658	D09	IL0848500
AVA	ISP DST BUREAU OF COMMUNICATIONS LEADS SUP: GALEN L. BECKER	531 SANGAMON AVENUE SPRINGFIELD, IL	217/782-7345	D09	IL08495A1
PVZ	ISP DST COMMAND CENTER LEADS SUP: JOHN E. GARBIN	ROOM 401 ARMORY BUILDING 2ND & MONROE STREETS PO BOX 19461 SPRINGFIELD, IL	217/782-7762	D09	IL0849800
PQV	ISP DST COMMERCIAL VEHICLE ENFORC. BUR LEADS SUP: M/SGT RONALD L. REESE	ROOM 200 DUNN BUILDING 201 EAST ADAMS STREET SPRINGFIELD, IL	217/782-6267	D09	IL0844100
TPG	ISP DST DISTRICT 01 LEADS SUP: JEAN JULY	3107 EAST LINCOLNWAY STERLING, IL	815/625-0151	D01	IL0989900
PPN	ISP DST DISTRICT 02 LEADS SUP: PATRICIA L. WILKINSON	777 SOUTH STATE STREET ELGIN, IL	708/742-3553	D02	IL04599D2
PPC	ISP DST DISTRICT 03 LEADS SUP: EILEEN T. STEINKOPF	4051 NORTH HARLEM AVENUE CHICAGO, IL	312/283-2400	D03	IL016XXT1
TPB	ISP DST DISTRICT 04 LEADS SUP: JULIE A. SNISKO	13863 SOUTH CICERO AVENUE PO BOX 744 CRESTWOOD, IL	708/385-2121	D04	IL016XY00
TPO	ISP DST DISTRICT 05 LEADS SUP: GENE E. ANDERSON	16648 SO ILL RT53 ROMEDEVILLE, IL	815/726-6291	D05	IL0999900
TPP	ISP DST DISTRICT 06 LEADS SUP: MICHAEL T. LINSKEY	I-55 SOUTH PO BOX 498 PONTIAC, IL	815/844-3131	D06	IL05399T1
TPR	ISP DST DISTRICT 07 LEADS SUP: DOROTHY D. WILSON	800 HILLCREST ROAD EAST MOLINE, IL	309/755-0428	D07	IL0819900

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
TPL LEADS SUP: JOE STOCK	ISP DST DISTRICT 08	RR 2 - ROUTE 116 AND LOURDES ROAD METAMORA, IL	309/676-2116	D08	IL1029900
TPS LEADS SUP: DARRELL NEISLER	ISP DST DISTRICT 09	RR 11 - I55 EXIT 88 SPRINGFIELD, IL	217/786-7116	D09	IL08499T1
WPS LEADS SUP: DARRELL NEISLER	ISP DST DISTRICT 09	RR 11 - I55 EXIT 88 SPRINGFIELD, IL	217/786-7116	D09	IL08499W1
TPU LEADS SUP: GEORGE SANDHAGEN	ISP DST DISTRICT 10	ROUTE 45 & I-57 PO BOX 155 PESOTUM, IL	217/867-2211	D10	IL0109900
TPJ LEADS SUP: JAMES J. CUFF	ISP DST DISTRICT 11	METRO EAST RGN OFF CMPLX 1100 EASTPORT PLAZA COLLINSVILLE, IL	618/346-3990	D11	IL0609900
TPF LEADS SUP: MARY J. HOOPINGARNER	ISP DST DISTRICT 12	U S ROUTE 45 SOUTH PO BOX 708 EFFINGHAM, IL	217/536-6161	D12	IL0259900
TPD LEADS SUP: JENNIFER L. DUNBAR	ISP DST DISTRICT 13	RR 2 BOX 86 DU QUOIN, IL	618/542-2171	D13	IL0739900
TPM LEADS SUP: JANNE R. OLIVER	ISP DST DISTRICT 14	NORTH LAFAYETTE STREET PO BOX 483 MACOMB, IL	309/833-2141	D14	IL0559900
DPW LEADS SUP: CAROL ANDALINA	ISP DST DISTRICT 15	2001 WEST 22ND STREET OAKBROOK, IL	708/574-2000	D02	IL02299D1
TPK LEADS SUP: KIMBERLY L. RUSSELL	ISP DST DISTRICT 16	16450 WEST STATE ROAD PO BOX 194-1 PECATONICA, IL	815/963-7686	D16	IL1019900
TPQ LEADS SUP: COMMUNICATIONS C. SUPERVISO	ISP DST DISTRICT 17	GENERAL DELIVERY, IL RT 351 NORTH LA SALLE, IL	815/224-1150	D17	IL0509900
TPI LEADS SUP: RHONDA SANFORD	ISP DST DISTRICT 18	ROUTE 16 WEST PO BOX 130 LITCHFIELD, IL	217/324-2151	D18	IL06899D1

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
TPV	ISP DST DISTRICT 19 LEADS SUP: HARRIET J. MIZE	1805 HIGHWAY 14 WEST Carmi, IL	618/382-4608	D19	IL09799T1
TPT	ISP DST DISTRICT 20 LEADS SUP: RITA A. RUMPLE	PO BOX 32 Pittsfield, IL	217/285-4431	D20	IL07599T1
DPZ	ISP DST DISTRICT 21 LEADS SUP: DONALD L. PETERS	JUNCTION US ROUTE 45 & ROUTE 116 PO BOX 147 Ashkum, IL	815/698-2315	D21	IL0389900
TPE	ISP DST DISTRICT 22 LEADS SUP: KATHLEEN K. WALSH	I-57 SOUTH, EXIT 18 WEST PO BOX 20-A ULLIN, IL	618/845-3737	D22	IL0779900
AXS	ISP DST EXECUTIVE SECURITY LEADS SUP: LT. GUS COX	C/O EXECUTIVE MANSION 4TH AND JACKSON Springfield, IL	217/782-2427	D09	IL0843400
EVV	ISP DST FIELD OPERATIONS K-9 SECTION LEADS SUP: SGT. DANIEL LIKAR	ROOM 200 DUNN BUILDING 201 EAST ADAMS STREET Springfield, IL	217/524-6091	D09	IL08439E1
AYH	ISP DST MANAGEMENT INFORMATION BUREAU LEADS SUP: JIM MILBRANDT	ROOM 201 ARMORY BUILDING 2ND & MONROE STREETS PO BOX 19461 Springfield, IL	217/782-5994	D09	IL08497A1
APA	ISP DST PUBLIC AFFAIRS SECTION LEADS SUP: TRP. ERICH WESTPHAL	ARMORY BUILDING PO BOX 19461 Springfield, IL	217/782-6637	D09	IL0844400
JVV	ISP DST SPECIAL OPERATIONS BUREAU	DUNN BUILDING SUITE 200 201 EAST ADAMS STREET Springfield, IL	217/782-6779	D09	IL08439J1
AVQ	ISP DST VEHICLE INVESTIGATION BUREAU LEADS SUP: TRP. CRAIG HUDSON	401 ARMORY BUILDING 2ND & MONROE STREET PO BOX 19461 Springfield, IL	217/782-7442	D09	IL0844300
AOD	ISP DU PAGE MEG LEADS SUP: LAURENCE P. MULCRONE	PO BOX 510 LISLE, IL	708/241-4784	D02	IL0224200
AQY	ISP HUMAN SERVICES LEADS SUP: MARVIN WHITEHEAD	ROOM 3 40 ADLOFF LANE Springfield, IL	217/786-6071	D09	IL08496S3

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AOI	ISP METRO ENFORCEMENT GROUP OF LAKE CNTY LEADS SUP: THOMAS R. ARMSTRONG	PO BOX 1105 LIBERTYVILLE, IL	708/680-6688	D02	IL0494000
KAG *	ISP METRO ENFORCEMENT GROUP OF LAKE CNTY	PO BOX 1105 LIBERTYVILLE, IL	708/680-6688	02	IL0494000
YNN	ISP NORTHEASTERN MEG LEADS SUP: F. THOMAS BRAGLIA	PO BOX 6605 BROADVIEW, IL	708/449-1000	D04	IL0161QY1
AZI	ISP OFFICE OF DIRECTOR INSPEC. & AUDITS LEADS SUP: CANDACE BURNS	#4 OLD STATE CAPITOL PLZ NO, SUITE 200 SPRINGFIELD, IL	217/782-0492	D09	IL08496Z2
ASO	ISP SOUTHERN IL ENF GROUP MEG LEADS SUP: TRECA KERLEY	PO BOX 565 MURPHYSBORO, IL	618/457-2514	D13	IL0390700
YWJ *	ISP SOUTHWESTERN IL MEG	PO BOX 34 COLLINSVILLE, IL	618/346-3750	11	IL0602900
PTS	ISP STATE POLICE ACADEMY LEADS SUP: ROBERT SIMPSON	3700 EAST LAKESHORE DRIVE SPRINGFIELD, IL	217/786-6902	D09	IL0844500
LNL *	ISP VERMILION COUNTY MEG	PO BOX 1123 DANVILLE, IL	217/443-1466	10	IL0921700
ABK	ITASCA POLICE DEPARTMENT LEADS SUP: SUE BOBKA	411 NORTH PROSPECT AVENUE ITASCA, IL	708/773-1004	D02	IL0221100
KJX *	JACKSON COUNTY PROBATION OFFICE	1001 WALNUT STREET MURPHYSBORO, IL	618/684-2154	13	IL039013G
KJX *	JACKSON COUNTY PROBATION OFFICE	1001 WALNUT STREET MURPHYSBORO, IL	618/684-2154	13	IL039023G
AJX	JACKSON COUNTY SHERIFF'S OFFICE LEADS SUP: PATRICK LUSTIG	1001 MULBERRY STREET MURPHYSBORO, IL	618/684-2177	D13	IL0390000

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
AJX *	JACKSON COUNTY STATE'S ATTORNEY	1001 WALNUT STREET MURPHYSBORO, IL	618/684-2155	13	IL039013A
ALJ	JACKSONVILLE POLICE DEPARTMENT LEADS SUP: JOHN P. KEENAN	CITY HALL 200 WEST DOUGLAS JACKSONVILLE, IL	217/243-8512	D09	IL0690100
AVR	JASPER COUNTY SHERIFF'S OFFICE LEADS SUP: CHRISTINE T. LITZELMAN	106 EAST MORGAN PO BOX 112 NEWTON, IL	618/783-3057	D12	IL0400000
TPF *	JASPER COUNTY SHERIFF'S OFFICE	106 EAST MORGAN PO BOX 112 NEWTON, IL	618/783-3057	12	IL0400000
AJY	JEFFERSON COUNTY SHERIFF'S OFFICE LEADS SUP: JOHN E. JORDAN	JEFFERSON CO COURTHOUSE PO BOX 1477 MT VERNON, IL	618/242-2141	D13	IL0410000
KJY *	JEFFERSON COUNTY STATE'S ATTORNEY	JEFFERSON CO COURTHOUSE MT VERNON, IL	618/244-8025	13	IL041013A
ZLF *	JEROME POLICE DEPARTMENT	2901 LEONARD JEROME, IL	217/546-5954	09	IL0841700
AJR	JERSEY COUNTY SHERIFF'S OFFICE LEADS SUP: DONALD WILSON	JERSEY COUNTY COURTHOUSE 114 NORTH WASHINGTON JERSEYVILLE, IL	618/498-6881	D18	IL0420000
AUJ	JERSEYVILLE POLICE DEPARTMENT LEADS SUP: PATRICIA K. BIRDSELL	201 SOUTH JEFFERSON STREET JERSEYVILLE, IL	618/498-2131	D18	IL0420200
NJV *	JO DAVIESS COUNTY PROBATION OFFICE	JO DAVIESS CO COURTHOUSE 330 NORTH BENCH STREET GALENA, IL	815/777-0356	0	IL043013G
AJV	JO DAVIESS COUNTY SHERIFF'S OFFICE LEADS SUP: SGT. MARY A. KNAUTZ	JO DAVIESS CO COURTHOUSE 330 1/2 NORTH BENCH STREET GALENA, IL	815/777-2141	D16	IL0430000
NJV *	JO DAVIESS COUNTY STATE'S ATTORNEY	JO DAVIESS CO COURTHOUSE 330 NORTH BENCH STREET GALENA, IL	815/777-0109	16	IL043013A

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
KWQ *	JOHN A LOGAN COLLEGE POLICE DEPT	ROUTE 2 CARTERVILLE, IL	618/985-3741	13	IL1001100
U26	JOHNSBURG POLICE DEPARTMENT LEADS SUP: KENNETH M. RYDBERG JR.	1515 CHANNEL BEACH AVENUE JOHNSBURG, IL	815/385-3250	D02	IL05614U1
AAC *	JOHNSBURG POLICE DEPARTMENT	1515 CHANNEL BEACH AVENUE JOHNSBURG, IL	815/385-3250	02	IL0561400
AOJ	JOHNSON COUNTY SHERIFF'S OFFICE LEADS SUP: RICHARD H. SWINEY	JOHNSON COUNTY COURTHOUSE VIENNA SQUARE 4TH STREET PO BOX 546 VIENNA, IL CITY HALL 500 WASHINGTON JOHNSTON CITY, IL	618/658-8264	D22	IL0440000
KWQ *	JOHNSTON CITY POLICE DEPARTMENT	62995-0000	618/983-5888	13	IL1000300
AJI	JOLIET JUNIOR COLLEGE POLICE DEPT LEADS SUP: GERI FARRINGTON	ROOM 116 HIGHLAND BUILDING 1216 HOUBOLT AVENUE JOLIET, IL	815/729-9030	D05	IL0993100
YJC	JOLIET POLICE DEPARTMENT LEADS SUP: SGT. JAMES J. ALBRITTON	150 WEST JEFFERSON STREET JOLIET, IL	815/740-2290	D05	IL09907Y1
AUU *	JONESBORO POLICE DEPARTMENT	100 PUBLIC SQUARE PO BOX 330 JONESBORO, IL	618/833-5174	13	IL0910300
NMR *	JOY POLICE DEPARTMENT	PO BOX 265 JOY, IL	309/584-4127	07	IL0660500
ATM	JUSTICE POLICE DEPARTMENT LEADS SUP: CPL. CARMINE R. GIOIOSA	7800 SOUTH ARCHER ROAD JUSTICE, IL	708/458-2191	D04	IL0165500
UJM	KANE CO FOREST PRESERVE COMMISSION PD LEADS SUP: CHARLES BUDDE	719 BATAVIA AVENUE GENEVA, IL	708/232-5980	D02	IL04526U1
AFL *	KANE CO FOREST PRESERVE COMMISSION PD	719 BATAVIA AVENUE GENEVA, IL	708/232-5980	02	IL0452600

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
AFL *	KANE COUNTY CIRCUIT COURT	KANE COUNTY COURTHOUSE 901 FABYAN PARKWAY BATAVIA, IL	815/232-3521	02	IL045035J
AFL *	KANE COUNTY COMMUNITY COURT SERVICES	KANE COUNTY COURTHOUSE 210 SOUTH 6TH ST GENEVA, IL	708/232-5805	02	IL045013G
AFL *	KANE COUNTY CORRECTIONS COMPLEX	GENEVA, IL	000/000-0000	02	IL045033C
AFL	KANE COUNTY SHERIFF'S OFFICE LEADS SUP: JAMES P. CAULFIELD	777 E. FABYAN PARKWAY GENEVA, IL	708/232-6840	D02	IL0450000
AFL *	KANE COUNTY STATE'S ATTORNEY	KANE COUNTY COURTHOUSE PO BOX 294 GENEVA, IL	708/232-3500	02	IL045013A
KJP	KANKAKEE COUNTY SHERIFF'S OFFICE LEADS SUP: TINA KLIEST	400 EAST MERCHANT STREET KANKAKEE, IL	815/937-8479	D21	IL0460000
AJA	KANKAKEE POLICE DEPARTMENT LEADS SUP: LT. RONALD J. RIML	209 NORTH INDIANA AVENUE KANKAKEE, IL	815/933-0417	D21	IL04602A1
KNJ *	KANSAS POLICE DEPARTMENT	202 NORTH FRONT STREET PO BOX 267 KANSAS, IL	217/948-5621	10	IL0230200
AYO *	KARNAK POLICE DEPARTMENT	304 WASHINGTON STREET KARNAK, IL	618/748-9124	13	IL0770100
NMR *	KEITHSBURG POLICE DEPARTMENT	14TH AND JEFFERSON KEITHSBURG, IL	309/374-2311	07	IL0660200
KJK *	KENDALL COUNTY CIRCUIT COURT	KENDALL COUNTY COURTHOUSE YORKVILLE, IL	708/553-4104	05	IL047015J
KJK *	KENDALL COUNTY JUVENILE PROBATION OFFICE	KENDALL COUNTY COURTHOUSE PO BOX M YORKVILLE, IL	708/553-4180	05	IL047023G

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KJK *	KENDALL COUNTY PROBATION OFFICE	KENDALL COUNTY COURTHOUSE YORKVILLE, IL	708/553-6661	05	IL047013G
AJK	KENDALL COUNTY SHERIFF'S OFFICE LEADS SUP: THERESA J. PODSCHWEIT	KENDALL COUNTY COURTHOUSE 109 WEST RIDGE STREET YORKVILLE, IL	708/553-6022	D05	IL0470000
KJK *	KENDALL COUNTY STATE'S ATTORNEY	109 W RIDGE STREET YORKVILLE, IL	708/553-4157	05	IL047013A
UUG	KENILWORTH POLICE DEPARTMENT LEADS SUP: SGT. ALLAN KAMINSKI	419 RICHMOND ROAD KENILWORTH, IL	708/251-2141	D03	IL01656U1
AHK	KEWANEE POLICE DEPARTMENT LEADS SUP: EDIE ALDRED	309 NORTH TREMONT STREET KEWANEE, IL	309/853-1911	D07	IL0370900
LMX *	KILBOURNE POLICE DEPARTMENT	KILBOURNE, IL	309/538-4515	09	IL0630700
AAP *	KILDEER POLICE DEPARTMENT	22049 CHESTNUT RIDGE KILDEER, IL	708/438-6000	02	IL0493600
LLP *	KINGSTON MINES POLICE DEPARTMENT	107 ADAMS STREET KINGSTON MINES, IL	000/000-0000	08	IL0721600
KRD *	KINGSTON POLICE DEPARTMENT	PO BOX 214 KINGSTON, IL	815/784-5572	02	IL0191300
KSL *	KINMUNDY POLICE DEPARTMENT	PO BOX 146 KINMUNDY, IL	618/547-7226	12	IL0610800
KRD *	KIRKLAND POLICE DEPARTMENT	511 WEST MAIN STREET KIRKLAND, IL	815/522-3315	02	IL0190900
VZK	KNOX COUNTY SHERIFF'S OFFICE LEADS SUP: SGT. BRADLEY ZEIGLER	150 SOUTH BROAD STREET GALESBURG, IL	309/343-9151	D07	IL0480000

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
KHG *	KNOXVILLE POLICE DEPARTMENT	CITY HALL 33 NORTHSIDE PUBLIC SQUARE KNOXVILLE, IL	309/289-2814	07	IL0480500
AKQ	LA GRANGE PARK POLICE DEPARTMENT LEADS SUP: LT. ROBERT FRIDRYCH	447 NORTH CATHERINE AVENUE LA GRANGE PARK, IL	708/352-2151	D04	IL0165800
AKG	LA GRANGE POLICE DEPARTMENT LEADS SUP: MARY SCANIO	304 WEST BURLINGTON AVENUE LA GRANGE, IL	708/579-2333	D04	IL0165700
ARH *	LA HARPE POLICE DEPARTMENT	PO BOX 355 LA HARPE, IL	217/659-7725	14	IL0340600
LBU *	LA MOILLE POLICE DEPARTMENT	306 CHURCH STREET PO BOX 128 LA MOILLE, IL	815/638-2242	17	IL0061000
AJL	LA SALLE COUNTY SHERIFF'S OFFICE LEADS SUP: JENA MAE FRANZETTI	LA SALLE CO COURTHOUSE 707 ETNA ROAD OTTAWA, IL	815/433-2161	D17	IL0500000
AJL *	LA SALLE COUNTY STATE'S ATTORNEY	707 ETNA ROAD OTTAWA, IL	815/434-8246	17	IL050013A
AXW	LA SALLE POLICE DEPARTMENT LEADS SUP: SGT. DON GUISTI	745 SECOND STREET LA SALLE, IL	815/223-2131	D17	IL0500100
AXM *	LACON POLICE DEPARTMENT	406 FIFTH STREET LACON, IL	309/246-2325	08	IL0620200
LBU *	LADD POLICE DEPARTMENT	121 NORTH MAIN STREET LADD, IL	815/894-2351	17	IL0060300
AUB	LAKE BLUFF POLICE DEPARTMENT LEADS SUP: OFF. DAVID D. BELMONTE	45 EAST CENTER AVENUE LAKE BLUFF, IL	708/234-2153	D02	IL0490900
KAQ *	LAKE COUNTY ADULT PROBATION	ROOM 600 33 NORTH COUNTY STREET WAUKEGAN, IL	708/360-6454	02	IL049013G

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
KAQ *	LAKE COUNTY JUVENILE PROBATION	COUNTY BUILDING 3004 GRAND AVENUE WAUKEGAN, IL	000/000-0000	02	IL049023G
AAQ	LAKE COUNTY SHERIFF'S OFF. LIBERTYVILLE LEADS SUP: FRANK LESNAK	1303 NORTH MILWAUKEE AVENUE LIBERTYVILLE, IL	708/680-3550	D02	IL04900A3
YAQ	LAKE COUNTY SHERIFF'S OFF. WAUKEGAN LEADS SUP: LEN DUCO	25 SOUTH UTICA STREET WAUKEGAN, IL	708/360-6300	D02	IL04900Y1
AZD	LAKE COUNTY STATE'S ATTORNEY LEADS SUP: INST DONALD J. VERBEKE	LAKE COUNTY COURTHOUSE 18 NORTH COUNTY STREET WAUKEGAN, IL	708/360-6644	D02	IL049013A
KAQ *	LAKE COUNTY STATE'S ATTORNEY	LAKE COUNTY COURTHOUSE 18 NORTH COUNTY STREET WAUKEGAN, IL	708/360-6644	02	IL049013A
XAN	LAKE FOREST POLICE DEPARTMENT LEADS SUP: MARILYN SMITH	PUBLIC SAFETY BUILDING 255 WEST DEERPATH LAKE FOREST, IL	708/234-2600	D02	IL0491000
AXR	LAKE IN THE HILLS POLICE DEPARTMENT LEADS SUP: ALICE M. BRANDT	1111 CRYSTAL LAKE ROAD LAKE IN THE HILLS, IL	708/658-5676	D02	IL0560900
KAX *	LAKE VILLA POLICE DEPARTMENT	65 CEDAR AVENUE LAKE VILLA, IL	708/356-6106	02	IL0491100
AAP	LAKE ZURICH POLICE DEPARTMENT LEADS SUP: DEBORAH LAURINO	61 WEST MAIN STREET LAKE ZURICH, IL	708/438-2349	D02	IL0491200
UIQ	LAKEMOOR POLICE DEPARTMENT LEADS SUP: JACK A. DICKLIN II	234 WEST RAND ROAD LAKEMOOR, IL	815/385-4118	D02	IL05616U1
AVH *	LAKESIDE DVA POLICE DEPARTMENT	333 EAST HURON CHICAGO, IL	312/943-6600	03	ILVA00300
ULL	LAKESIDE DVA POLICE DEPARTMENT LEADS SUP: RON LYONS	2500 LAKE AVENUE LAKESIDE, IL	815/459-2151	D02	IL05617U1

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YAJ *	LAKEWOOD POLICE DEPARTMENT	2500 LAKE AVENUE LAKEWOOD, IL	815/459-2151	02	IL0561700
AZC *	LANARK POLICE DEPARTMENT	110 WEST CARROLL STREET LANARK, IL	815/244-2635	01	IL0080200
ACH	LANSING POLICE DEPARTMENT LEADS SUP: MARIE SASEWICH	2710 170TH STREET LANSING, IL	708/895-7150	D04	IL01659A1
AXF	LAWRENCE COUNTY SHERIFF'S OFFICE LEADS SUP: GEORGE D. NUTTALL	LAWRENCE CO COURTHOUSE 1306 LEXINGTON AVENUE LAWRENCEVILLE, IL	618/943-5766	D12	IL0510000
TPF *	LAWRENCE COUNTY SHERIFF'S OFFICE	LAWRENCE CO COURTHOUSE 1306 LEXINGTON AVENUE LAWRENCEVILLE, IL	618/943-5766	12	IL0510000
KJJ *	LE ROY POLICE DEPARTMENT	110 SOUTH EAST STREET LE ROY, IL	309/962-2351	06	IL0570500
KRA *	LEAF RIVER POLICE DEPARTMENT	LEAF RIVER, IL	815/938-2387	01	IL0710900
HWS *	LEBANON POLICE DEPARTMENT	312 WEST ST LOUIS STREET LEBANON, IL	618/537-4955	11	IL0820900
ARC	LEE COUNTY SHERIFF'S OFFICE LEADS SUP: DIANA JOHNSON	LAW ENFORCEMENT BUILDING 122 WEST 3RD STREET PO BOX 411 DIXON, IL	815/284-6631	D01	IL0520000
U32	LELAND GROVE POLICE DEPARTMENT LEADS SUP: WAYNE BAKER	2000 CHATHAM ROAD SPRINGFIELD, IL	217/522-6611	D09	IL08413U1
ZLF *	LELAND GROVE POLICE DEPARTMENT	2000 CHATHAM ROAD SPRINGFIELD, IL	217/522-6611	09	IL0841300
AJL *	LELAND POLICE DEPARTMENT	W. GENESSEE LELAND, IL	815/495-2351	17	IL0500200

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XFP LEADS SUP: SANDRA L. WIRTH	LEMONT POLICE DEPARTMENT	416 MAIN STREET LEMONT, IL	708/257-2229	D04	IL0166000
HWS * LENZBURG POLICE DEPARTMENT	215 NORTH CHARLES STREET LENZBURG, IL	618/475-3347	11	IL0823000	
KWB * LEWIS & CLARK COMM COLLEGE POLICE DEPT	5800 GODFREY ROAD GODFREY, IL	618/466-3411	11	IL0602000	
KLB * LEWISTOWN POLICE DEPARTMENT	CITY BUILDING 119 SOUTH ADAMS LEWISTOWN, IL	309/547-2226	14	IL0290500	
KJJ * LEXINGTON POLICE DEPARTMENT	105 NORTH CEDAR STREET LEXINGTON, IL	309/365-2351	06	IL0570600	
KAG LEADS SUP: SGT. BRUCE LORD	LIBERTYVILLE POLICE DEPARTMENT	200 EAST COOK STREET LIBERTYVILLE, IL	708/362-8310	D02	IL04913L1
TPS * LINCOLN LAND COMM COLLEGE POLICE DEPT	SHEPHERD ROAD SPRINGFIELD, IL	217/786-2278	09	IL0842800	
ALG LEADS SUP: MARK MANN	LINCOLN POLICE DEPARTMENT	911 PEKIN STREET LINCOLN, IL	217/732-2151	D09	IL0540200
AAO LEADS SUP: SGT. JOHN E. KLEFFNER	LINCOLNSHIRE POLICE DEPARTMENT	45 LONDONDERRY LANE LINCOLNSHIRE, IL	708/945-8511	D02	IL0492900
AMK LEADS SUP: SUZANNE COFFEY	LINCOLNWAY POLICE COMMUNICATIONS CENTER	701 WEST HAVEN AVENUE NEW LENNOX, IL	815/485-2081	D05	IL0992200
YQW LEADS SUP: MARGARET S. BOLGER	LINCOLNWOOD POLICE DEPARTMENT	6900 NORTH LINCOLN AVENUE LINCOLNWOOD, IL	708/673-2167	D03	IL0166100
KAX * LINDENHURST POLICE DEPTMENT	2301 SAND LAKE DRIVE LINDENHURST, IL	708/356-5488	02	IL0493000	

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
AFJ LEADS SUP:	LISLE POLICE DEPARTMENT MARY H. CORP	1040 BURLINGTON LISLE, IL	708/719-0800 60532-0000	D02	IL0221200
ALX LEADS SUP:	LITCHFIELD POLICE DEPARTMENT WILLIAM DOLAHITE	120 EAST RYDER STREET LITCHFIELD, IL	217/324-5991 62056-0000	D18	IL0680200
AQL *	LIVINGSTON COUNTY PROBATION OFFICE	LIVINGSTON CO COURTHOUSE 119 1/2 NORTH MILL PONTIAC, IL	000/000-0000 61764-0000	06	IL053013G
AQL LEADS SUP:	LIVINGSTON COUNTY SHERIFF'S OFFICE DONNA L. WONDERS	LIVINGSTON CO COURTHOUSE 314 W WATER PONTIAC, IL	815/844-7171 61764-0000	D06	IL0530000
PPP *	LIVINGSTON COUNTY SHERIFF'S OFFICE	LIVINGSTON CO COURTHOUSE 314 W WATER PONTIAC, IL	815/844-7171 61764-0000	606	IL0530000
AQL *	LIVINGSTON COUNTY STATE'S ATTORNEY	LIVINGSTON CO COURTHOUSE PONTIAC, IL	815/844-5166 61764-0000	06	IL053013A
HTV *	LIVINGSTON POLICE DEPARTMENT	601 LIVINGSTON AVENUE PO BOX 387 LIVINGSTON, IL	618/637-2300 62058-0000	11	IL0601000
ZLF *	LOAMI POLICE DEPARTMENT	PO BOX 226 LOAMI, IL	217/624-6011 62661-0000	09	IL0842300
AJG LEADS SUP:	LOCKPORT POLICE DEPARTMENT KATHLEEN A. ELGAS	915 STATE STREET LOCKPORT, IL	815/838-2131 60441-3435	D05	IL0990800
AZL LEADS SUP:	LOGAN COUNTY SHERIFF'S OFFICE KENNETH LOLLING	LOGAN CO SAFETY COMPLEX 911 PEKIN STREET LINCOLN, IL	217/732-4159 62656-0000	D09	IL0540000
KLK *	LOGAN COUNTY SHERIFF'S OFFICE	LOGAN CO SAFETY COMPLEX 911 PEKIN STREET LINCOLN, IL	217/732-4159 62656-0000	09	IL0540000
XBC LEADS SUP:	LOMBARD POLICE DEPARTMENT DOROTHY PETROWSKI	235 EAST WILSON AVENUE LOMBARD, IL	708/620-5955 60148-0000	D02	IL02213X1

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
ARL	LOVES PARK POLICE DEPARTMENT LEADS SUP: RICHARD JONES	540 LOVES PARK DRIVE LOVES PARK, IL	815/654-5015 611111-0000	D16	IL1010200
AMY *	LOVINGTON POLICE DEPARTMENT	145 SOUTH COUNTY LOVINGTON, IL	217/873-9922 61937-0000	10	IL0700200
AOL	LOYOLA UNIVERSITY OF CHICAGO POLICE DEPT LEADS SUP: DONALD R. MAYO	6525 NORTH SHERIDAN ROAD CHICAGO, IL	312/508-2394 60626-0000	D03	IL016AB9E
KWT *	LYNDON POLICE DEPARTMENT	404 W COMMERCIAL LYNDON, IL	815/778-4811 61261-0000	01	IL0980300
ASV *	LYNWOOD POLICE DEPARTMENT	21460 LINCOLN HIGHWAY LYNWOOD, IL	708/758-6100 60411-0000	04	IL0166200
AKF	LYONS POLICE DEPARTMENT LEADS SUP: JACQUELINE CHRAMOSTA	7801 WEST OGDEN AVENUE LYONS, IL	708/447-1225 60534-0000	D04	IL0166300
TLQ *	MACKINAW POLICE DEPARTMENT	101 EAST FAST MACKINAW, IL	800/322-0166 61755-0000	08	IL0901100
AHL	MACOMB POLICE DEPARTMENT LEADS SUP: MARSHA MARICLE	256 EAST JACKSON STREET MACOMB, IL	309/833-4505 61455-0000	D14	IL0550400
KNC *	MACON COUNTY CIRCUIT COURT	MACON COUNTY COURTHOUSE 253 E. WOOD DECATUR, IL	217/424-1452 62523-0000	10	IL058015J
KNC *	MACON COUNTY PROBATION OFFICE	ROOM 301 MACON COUNTY COURTHOUSE 253 EAST WOOD STREET DECATUR, IL	217/429-2355 62523-0000	10	IL058013G
KNC *	MACON COUNTY PROBATION OFFICE	ROOM 301 MACON COUNTY COURTHOUSE 253 EAST WOOD STREET DECATUR, IL	217/429-2355 62523-0000	10	IL058023G
KNC	MACON COUNTY SHERIFF'S OFFICE LEADS SUP: CAPT. TOM PIERCE	333 SOUTH FRANKLIN STREET DECATUR, IL	217/424-1311 62523-0000	D10	IL05800L1

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KNC *	MACON COUNTY STATE'S ATTORNEY	ROOM 307 MACON COUNTY COURTHOUSE 253 EAST WOOD STREET DECATUR, IL	217/424-1400	10	IL058013A
KMS *	MACOUPIN COUNTY PROBATION OFFICE	203 SOUTH EAST STREET CARLINVILLE, IL	217/854-4411	18	IL059013G
KMS	MACOUPIN COUNTY SHERIFF'S OFFICE LEADS SUP: DONNA EWIN	215 SOUTH EAST STREET CARLINVILLE, IL	217/854-3135	D18	IL0590000
HUO	MADISON COUNTY PROBATION/COURT SERVICES LEADS SUP: MARTY LEVAULT	ROOM 201 118 HILLSBORO STREET EDWARDSVILLE, IL	618/692-0160	D11	IL060013G
AWB	MADISON COUNTY SHERIFF'S OFFICE LEADS SUP: ELLEN RUZEVICH	MADISON CO SHERIFFS DEPT 405 RANDLE STREET EDWARDSVILLE, IL	618/692-6087	D11	IL0600000
AMW	MADISON POLICE DEPARTMENT LEADS SUP: PAUL BARGIEL	CITY HALL 1529 3RD STREET PO BOX 100 MADISON, IL	618/876-4300	D11	IL0601100
ARD *	MALTA POLICE DEPARTMENT	118 SOUTH 3RD STREET MALTA, IL	815/825-2200	02	IL0191000
AJE *	MANHATTAN POLICE DEPARTMENT	245 SOUTH STATE STREET MANHATTAN, IL	815/478-3226	05	IL0991600
NMX *	MANITO POLICE DEPARTMENT	MANITO, IL	309/968-6010	09	IL0630300
LBU *	MANLIUS POLICE DEPARTMENT	309 4TH STREET PO BOX 51 MANLIUS, IL	815/445-5391	17	IL0061200
KNE *	MANSFIELD POLICE DEPARTMENT	101 EAST STATE STREET PO BOX 178 MANSFIELD, IL	217/489-2351	10	IL0740400
KJP *	MANTENO POLICE DEPARTMENT	269 NORTH MAIN STREET MANTENO, IL	815/468-3226	21	IL0460500

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AFL *	MAPLE PARK POLICE DEPARTMENT	211 STATE STREET PO BOX 295 MAPLE PARK, IL	815/827-3286	02	IL0451800
AMJ	MARENGO POLICE DEPARTMENT LEADS SUP: DELLA M. PAULEY	132 EAST PRAIRIE MARENGO, IL	815/568-7231	D02	IL05610A1
AWB *	MARINE POLICE DEPARTMENT	PO BOX 31 MARINE, IL	618/887-4323	11	IL0602400
KSL *	MARION COUNTY PROBATION OFFICE	MARION COUNTY COURTHOUSE SALEM, IL	000/000-0000	12	IL061013G
AOM	MARION COUNTY SHERIFF'S OFFICE LEADS SUP: DAVID HILTIBIDAL	204 NORTH WASHINGTON PO BOX 1245 SALEM, IL	618/548-2142	D12	IL0610000
KSL *	MARION COUNTY STATE'S ATTORNEY	MARION COUNTY COURTHOUSE SALEM, IL	618/548-3860	09	IL061013A
AQZ	MARION POLICE DEPARTMENT LEADS SUP: SGT. RICHARD WELLS	CITY HALL 100 TOWER SQUARE PLAZA MARION, IL	618/993-2124	D13	IL1000400
HWS *	MARISSA POLICE DEPARTMENT	314 B EAST SPRING STREET MARISSA, IL	618/295-3022	11	IL0821000
ACJ	MARKHAM POLICE DEPARTMENT LEADS SUP: DOROTHY MOORE TCO	16313 SOUTH KEDZIE PARKWAY MARKHAM, IL	708/339-8877	D04	IL01665A1
KNC *	MAROA POLICE DEPARTMENT	109 EAST MAIN STREET PO BOX 36 MAROA, IL	217/794-5526	10	IL0580300
LLD *	MARQUETTE HEIGHTS POLICE DEPARTMENT	715 LINCOLN ROAD MARQUETTE HEIGHTS, IL	309/382-3404	08	IL0900500
AJL *	MARSEILLES POLICE DEPARTMENT	209 LINCOLN STREET MARSEILLES, IL	815/795-2131	17	IL0500300

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
AXM	MARSHALL COUNTY SHERIFF'S OFFICE LEADS SUP: ROCKIE HARBER	MARSHALL CO COURTHOUSE 520 6TH STREET PO BOX 218 LACON, IL 708 ARCHER AVENUE PO BOX 298 MARSHALL, IL	309/246-2115	D08	IL0620000
AVT	MARSHALL POLICE DEPARTMENT LEADS SUP: MARY HAMMOND	61540-0000 62441-0000	217/826-8081	D12	IL0120200
AXN	MARYVILLE POLICE DEPARTMENT LEADS SUP: ED CHERRY	500 NORTH CENTER MARYVILLE, IL	618/344-8899	D11	IL0601200
AGQ *	MARYVILLE POLICE DEPARTMENT	500 NORTH CENTER MARYVILLE, IL	618/344-8899	11	IL0601200
HWS *	MASCOUTAH POLICE DEPARTMENT	3 WEST MAIN STREET MASCOUTAH, IL	618/566-2964	11	IL0821100
LMX *	MASON CITY POLICE DEPARTMENT	CITY HALL 145 SOUTH MAIN MASON CITY, IL	217/482-3630	09	IL0630200
LMX *	MASON COUNTY PROBATION OFFICE	MASON COUNTY COURTHOUSE 208 NORTH BROADWAY HAVANA, IL	000/000-0000	09	IL063023G
NMX	MASON COUNTY SHERIFF'S OFFICE LEADS SUP: RICHARD E. WALKER	102 WEST MARKET HAVANA, IL	309/543-2231	D09	IL0630000
LMX *	MASON COUNTY STATE'S ATTORNEY	PO BOX 547 HAVANA, IL	309/543-4212	09	IL063013A
AMZ	MASSAC COUNTY SHERIFF'S OFFICE LEADS SUP: BRENDA JENKINS	SUPERMAN SQUARE MASSAC CTY LAW ENFORC AND DETENTION CTR METROPOLIS, IL	618/524-2407	D22	IL0640000
NMR *	MATHERVILLE POLICE DEPARTMENT	513 FIFTH STREET PO BOX 703 MATHERVILLE, IL	309/754-8765	07	IL0660300
AMT	MATTESON POLICE DEPARTMENT LEADS SUP: MARILYN SMITH	20500 SOUTH CICERO AVENUE MATTESON, IL	708/748-4085	D04	IL0166600

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* Non-Terminal Agency: Direct messages to CDC listed.

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AMN LEADS SUP: ROBERT F. SPANGLER	MATTOON POLICE DEPARTMENT 208 NORTH 19TH STREET MATTOON, IL	61938-0000	217/235-5451	D10	IL0150300
ADK LEADS SUP: KENNETH L. HILL	MAYWOOD POLICE DEPARTMENT 125 SOUTH 5TH AVENUE MAYWOOD, IL	60153-0000	708/450-4470	D03	IL0166700
AJF * MAZON POLICE DEPARTMENT	641 JEWETT STREET MAZON, IL	60444-0000	815/448-2481	05	IL0320300
AKJ LEADS SUP: MARIA GALLAGA	MC COOK POLICE DEPARTMENT 50TH STREET AND GLENCOE AVE. MC COOK, IL	60525-0000	708/447-1234	D04	IL0166400
AAE * MC CULLOM LAKE POLICE DEPARTMENT	4811 WEST ORCHARD DRIVE MC HENRY, IL	60050-0000	815/385-2161	02	IL0561100
AMH * MC DONOUGH COUNTY JUVENILE COURT SRVCS	130 1/2 SOUTH LAFAYETTE STREET MACOMB, IL	61455-0000	000/000-0000	14	IL055013G
AMH LEADS SUP: ELAINE HEFFNER	MC DONOUGH COUNTY SHERIFF'S OFFICE 110 SOUTH MACARTHUR MACOMB, IL	61455-0000	309/833-4166	D14	IL0550000
AMH * MC DONOUGH COUNTY STATE'S ATTORNEY	MC DONOUGH CO COURTHOUSE MACOMB, IL	61455-0000	309/837-2309	14	IL055013A
AAC LEADS SUP: DIANNE REEVES	MC HENRY COUNTY SHERIFF'S OFFICE 2200 NORTH SEMINARY AVENUE WOODSTOCK, IL	60098-0000	815/338-2144	D02	IL0560000
AAE LEADS SUP: SHIRLEY JENKINS	MC HENRY POLICE DEPARTMENT 333 SOUTH GREEN STREET MC HENRY, IL	60050-0000	815/363-2200	D02	IL0561200
AJJ * MC LEAN COUNTY CIRCUIT COURT	LAW & JUSTICE CENTER PO BOX 2420 BLOOMINGTON, IL	61702-2420	309/827-5311	06	IL057015J
AJJ * MC LEAN COUNTY PROBATION OFFICE	LAW AND JUSTICE CENTER 104 WEST FRONT STREET BLOOMINGTON, IL	61701-0000	309/827-5311	06	IL057013G

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
AJJ *	MC LEAN COUNTY PROBATION OFFICE	LAW AND JUSTICE CENTER 104 WEST FRONT STREET BLOOMINGTON, IL	309/827-5311	06	IL057023G
AJJ	MC LEAN COUNTY SHERIFF'S OFFICE LEADS SUP: SUSAN CONDER	104 WEST FRONT BLOOMINGTON, IL	309/888-5030	D06	IL0570000
AJJ *	MC LEAN COUNTY STATE'S ATTORNEY	LAW & JUSTICE CENTER 104 WEST FRONT STREET BLOOMINGTON, IL	309/888-5400	06	IL057013A
AJJ *	MC LEAN POLICE DEPARTMENT	101 US ROUTE 136 PO BOX 116 MC LEAN, IL	309/874-2731	06	IL0571200
DPV *	MC LEANSBORO POLICE DEPARTMENT	HAMILTON CO COURTHOUSE 102 W MAIN STREET MC LEANSBORO, IL	618/643-4590	19	IL0330100
AVV	MCHENRY COUNTY PRETRIAL SERVICES LEADS SUP: PHILLIP R. ULMER	PRETRIAL SERVICES 2200 NORTH SEMINARY AVENUE WOODSTOCK, IL	815/338-2040	D02	IL056015B
ZLF *	MECHANICSBURG POLICE DEPARTMENT	R.R. 1 PO BOX 5A MECHANICSBURG, IL	217/364-5483	09	IL0843100
KDD	MELROSE PARK POLICE DEPARTMENT LEADS SUP: CELIA ARELLANO	1805 WEST LAKE STREET MELROSE PARK, IL	708/344-8409	D03	IL01668L1
AXL	MEMORIAL PARK DISTRICT POLICE DEPARTMENT LEADS SUP: LT. PETE SCHREIBER	3105 WASHINGTON BLVD PO BOX 43 BELLWOOD, IL	708/547-3905	D03	IL0169R00
AMM *	MENARD COUNTY PROBATION OFFICE	MENARD COUNTY COURTHOUSE PETERSBURG, IL	000/000-0000	09	IL065013G
AMM	MENARD COUNTY SHERIFF'S OFFICE LEADS SUP: LARRY HOLLIS	MENARD COUNTY COURTHOUSE PO BOX 476 PETERSBURG, IL	217/632-2273	D09	IL0650000
AMM *	MENARD COUNTY STATE'S ATTORNEY	PO BOX 438 PETERSBURG, IL	217/632-2524	09	IL065013A

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
AXD	MENDOTA POLICE DEPARTMENT LEADS SUP: KIMBERLY A. BLAIR	607 EIGHTH AVENUE MENDOTA, IL	815/539-9331 61342-0000	D17	IL0500400
TPQ *	MENDOTA POLICE DEPARTMENT	607 EIGHTH AVENUE MENDOTA, IL	815/539-9331 61342-0000	17	IL0500400
AMR	MERCER COUNTY SHERIFF'S OFFICE LEADS SUP: CARYN D. THIRTYACRE	MERCER CO SHERIFF DEPT. 906 S.W. THIRD STREET ALEDO, IL	309/582-5194 61231-0000	D07	IL0660000
KMG *	MEREDOSIA POLICE DEPARTMENT	MAIN STREET MEREDOSIA, IL	217/584-1351 62665-0000	09	IL0690200
AMF	MERRIONETTE PARK POLICE DEPARTMENT LEADS SUP: JUDITH WORTEL	3165 WEST 115TH STREET MERRIONETTE PARK, IL	708/396-3170 60655-0000	D04	IL0166900
LLU *	METAMORA POLICE DEPARTMENT	102 NORTH DAVENPORT METAMORA, IL	309/367-4115 61548-0000	08	IL1020300
UXA	METCAD (METROPOLITAN COMP-AIDE DISPATCH) LEADS SUP: MARY ELLEN ATKINS	1905 EAST MAIN STREET URBANA, IL	217/333-4398 61801-0000	D10	IL010013N
VVM	METRA POLICE DEPARTMENT LEADS SUP: KENT PETSCHOW	ROOM 1200 547 WEST JACKSON BOULEVARD CHICAGO, IL	312/322-2800 60661-0000	D03	IL0169X00
KMZ *	METROPOLIS POLICE DEPARTMENT	106 WEST 5TH STREET METROPOLIS, IL	618/524-2310 62960-0000	22	IL0640300
AGV	METROPOLITAN AREA NARCOTICS SQUAD LEADS SUP: TERRI CHIGNOLI	PO BOX 3877 JOLIET, IL	815/726-5944 60434-0000	D05	IL0992800
ACE	MIDLOTHIAN POLICE DEPARTMENT LEADS SUP: PATRICIA A. CLARK	14801 SOUTH PULASKI ROAD MIDLOTHIAN, IL	708/385-2534 60445-0000	D04	IL0167000
MMI	MILAN POLICE DEPARTMENT LEADS SUP: LAURIE PRATHER	321 WEST 2ND AVENUE MILAN, IL	309/787-8519 61264-0000	D07	IL08105M1

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
KIR *	MILFORD POLICE DEPARTMENT	AXTEL STREET PO BOX 37 MILFORD, IL	815/889-4085	21	IL0380300
AZC *	MILLEDGEVILLE POLICE DEPARTMENT	344 MAIN AVENUE PO BOX 639 MILLEDGEVILLE, IL	815/225-7231	01	IL0080300
AJK *	MILLINGTON POLICE DEPARTMENT	WALNUT & WORSLEY PO BOX 633 MILLINGTON, IL	815/695-5209	17	IL0470500
HWS *	MILLSTADT POLICE DEPARTMENT	111 WEST LAUREL STREET MILLSTADT, IL	618/476-1512	11	IL0821200
TLQ *	MINIER POLICE DEPARTMENT	CENTRAL STREET MINIER, IL	800/322-0166	08	IL0900600
LLU *	MINONK POLICE DEPARTMENT	CITY HALL 666 CHESTNUT MINONK, IL	309/432-2558	08	IL1020400
AJF *	MINOOKA POLICE DEPARTMENT	123 W. MONDAMIN ST. PO BOX 457 MINOOKA, IL	815/467-2151	05	IL0320600
MHA	MOLINE POLICE DEPARTMENT LEADS SUP: B. HILLYER	1630 8TH AVENUE MOLINE, IL	309/797-0401	D07	IL08106X2
KJP *	MOMENCE POLICE DEPARTMENT	123 WEST RIVER MOMENCE, IL	815/472-2021	21	IL0460400
AEP *	MONEE POLICE DEPARTMENT	500 EAST COURT STREET MONEE, IL	708/534-8541	05	IL0990900
ASM	MONMOUTH POLICE DEPARTMENT LEADS SUP: JEFF ROMANO	516 SOUTH MAIN STREET MONMOUTH, IL	309/734-8383	D14	IL0940300
HWF	MONROE COUNTY SHERIFF'S OFFICE LEADS SUP: MARY LOU HUEBNER	MONROE COUNTY COURTHOUSE 225 EAST THIRD WATERLOO, IL	618/939-6464	D11	IL0670000

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HWF *	MONROE COUNTY STATE'S ATTORNEY	MONROE COUNTY COURTHOUSE WATERLOO, IL	618/939-8681	11	IL067013A
AXY	MONTGOMERY COUNTY SHERIFF'S OFFICE LEADS SUP: TAMMY HANNER	MONTGOMERY CO COURTHOUSE 130 NORTH MAIN HILLSBORO, IL	217/532-9511	D18	IL0680000
AMO	MONTGOMERY POLICE DEPARTMENT LEADS SUP: GENE KECK	1460 SOUTH EAST RIVER ROAD MONTGOMERY, IL	708/897-8570	D02	IL04509A1
AZJ	MONTICELLO POLICE DEPARTMENT LEADS SUP: MELISSA KING	301 NORTH HAMILTON MONTICELLO, IL	217/762-7727	D10	IL0740300
AMG	MORGAN COUNTY SHERIFF'S OFFICE LEADS SUP: JERRY MILLER	MORGAN COUNTY COURTHOUSE 300 WEST COURT JACKSONVILLE, IL	217/245-4143	D09	IL0690000
AMU	MORRIS POLICE DEPARTMENT LEADS SUP: ROBERT H. WILLS	215 WEST JEFFERSON STREET MORRIS, IL	815/942-2131	D05	IL0320400
KWT *	MORRISON POLICE DEPARTMENT	200 WEST MAIN MORRISON, IL	815/772-7659	01	IL0980400
YGM	MORTON GROVE POLICE DEPARTMENT LEADS SUP: SANDRA L. CLARK	6101 CAPULINA AVENUE MORTON GROVE, IL	708/470-5208	D03	IL01671Y1
TLS	MORTON POLICE DEPARTMENT LEADS SUP: DIANA L. SMITH	131 SOUTH PLUM STREET MORTON, IL	309/266-6666	D08	IL0900700
AMY *	MOULTRIE COUNTY CIRCUIT COURT	MOULTRIE CO COURTHOUSE SULLIVAN, IL	217/728-4622	10	IL070015J
AMY *	MOULTRIE COUNTY PROBATION OFFICE	MOULTRIE CO COURTHOUSE SULLIVAN, IL	217/728-8533	10	IL070013G
AMY	MOULTRIE COUNTY SHERIFF'S OFFICE LEADS SUP: CAROLE J. STOKES	14 NORTH HAMILTON SULLIVAN, IL	217/728-4386	D10	IL0700000

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AMY *	MOULTRIE COUNTY STATE'S ATTORNEY	MOULTRIE CO COURTHOUSE SULLIVAN, IL	217/728-4353	10	IL070013A
AVO *	MOUND CITY POLICE DEPARTMENT	CITY HALL 314 MAIN STREET MOUND CITY, IL	618/748-9226	13	IL0770200
AVO *	MOUNDS POLICE DEPARTMENT	CITY HALL 130 NORTH OAK MOUNDS, IL	618/745-9426	13	IL0770300
KSH *	MOWEAQUA POLICE DEPARTMENT	122 NORTH MAIN STREET MOWEAQUA, IL	217/768-3036	10	IL0870100
AMV	MT CARMEL POLICE DEPARTMENT LEADS SUP: TERRY BENDER	110 EAST FOURTH STREET MT CARMEL, IL	618/262-4114	D19	IL0930100
AZC *	MT CARROLL POLICE DEPARTMENT	302 NORTH MAIN MT CARROLL, IL	815/244-5313	01	IL0080400
TPG *	MT MORRIS POLICE DEPARTMENT	102 EAST CENTER STREET MT MORRIS, IL	815/734-4132	01	IL0710200
TPI *	MT OLIVE POLICE DEPARTMENT	200 EAST MAIN MT OLIVE, IL	217/999-5131	18	IL0590700
YMP	MT PROSPECT POLICE DEPARTMENT LEADS SUP: NORMA J. WITHEY	112 EAST NORTHWEST HIGHWAY MT PROSPECT, IL	708/870-5678	D03	IL01672Y1
AZM	MT STERLING POLICE DEPARTMENT LEADS SUP: MELVA J. TUCKER	145 WEST MAIN MT STERLING, IL	217/773-3961	D20	IL0050100
AVD	MT VERNON POLICE DEPARTMENT LEADS SUP: WALLY ACKERLEY	211 NORTH 10TH STREET MT VERNON, IL	618/242-2131	D13	IL0410100
AZE	MT ZION POLICE DEPARTMENT LEADS SUP: DOUGLAS W. DUNN	400 WEST MAIN STREET MT ZION, IL	217/864-5414	D10	IL0580400

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LLP *	MULTI-COUNTY NARCOTIC ENF GROUP	ROOM B20 PO BOX 9262 PEORIA, IL	PEORIA COUNTY COURTHOUSE	61602-0000	309/673-3465	08	IL0721900
AAM	MUNDELEIN POLICE DEPARTMENT LEADS SUP: LT. PATRICK PENDER	200 NORTH SEYMOUR MUNDELEIN, IL		60060-0000	708/949-3250	D02	IL0491400
AXG	MURPHYSBORO POLICE DEPARTMENT LEADS SUP: KENDALL GLODO	CITY HALL 202 NORTH 11TH STREET MURPHYSBORO, IL		62966-0000	618/684-5254	D13	IL0390200
KJX *	MURPHYSBORO POLICE DEPARTMENT	CITY HALL 202 NORTH 11TH STREET MURPHYSBORO, IL		62966-0000	618/684-5254	13	IL0390200
YFI	NAPERVILLE POLICE DEPARTMENT LEADS SUP: DAVID MANSUR	PO BOX 3020 NAPERVILLE, IL		60566-7020	708/420-6175	D02	IL02214Y1
AJL *	NAPLATE POLICE DEPARTMENT	2000 OTTAWA AVENUE NAPLATE, IL		61350-0000	815/433-2151	17	IL0500500
HZW *	NASHVILLE CITY POLICE DEPARTMENT	116 EAST COURT NASHVILLE, IL		62263-0000	618/327-8231	13	IL0950200
HKV *	NATIONAL CITY POLICE DEPARTMENT	FRONT AND JONES NATIONAL CITY, IL		62071-0000	618/271-2418	11	IL0821400
XIA	NATIONAL INSURANCE CRIME BUREAU LEADS SUP: ROLLAND R. SMITH	ROOM 1B 10330 SOUTH ROBERTS ROAD PALOS HILLS, IL		60465-0000	708/430-5685	D04	ILNATBC00
ARH *	NAUVOO POLICE DEPARTMENT	NAUVOO, IL		62354-0000	217/453-2221	14	IL0340700
TPF *	NEOGA POLICE DEPARTMENT	PO BOX 248 NEOGA, IL		62447-0000	217/895-2311	12	IL0180200
LBU *	NEPONSET POLICE DEPARTMENT	NEPONSET, IL		61345-0000	815/875-3344	17	IL0061500

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HWS *	NEW ATHENS POLICE DEPARTMENT	101 NORTH JOHNSON STREET NEW ATHENS, IL	618/475-2133	11	IL0821500
LKR *	NEW BADEN POLICE DEPARTMENT	1 EAST HANOVER PO BOX CC NEW BADEN, IL	618/588-7741	11	IL0140400
ZLF *	NEW BERLIN POLICE DEPARTMENT	VILLAGE HALL NEW BERLIN, IL	217/488-6312	09	IL0842900
NMR *	NEW BOSTON POLICE DEPARTMENT	PO BOX 81 NEW BOSTON, IL	309/587-8181	07	IL0660800
LMK *	NEW LENOX POLICE DEPARTMENT	ROOM 101 701 WEST HAVEN AVENUE NEW LENOX, IL	815/485-3188	05	IL0991500
NMR *	NEW WINDSOR POLICE DEPARTMENT	PO BOX 61 NEW WINDSOR, IL	309/667-2601	07	IL0660400
KJK *	NEWARK POLICE DEPARTMENT	FRONT AND FAYETTE STREETS NEWARK, IL	815/695-5111	05	IL0470400
AVR *	NEWTON POLICE DEPARTMENT	108 NORTH VAN BUREN STREET NEWTON, IL	618/783-8477	12	IL0400100
AGD	NILES POLICE DEPARTMENT LEADS SUP: JAMES A. MAHONEY III	7200 MILWAUKEE AVENUE NILES, IL	708/647-0400	D03	IL0167300
AOH *	NOKOMIS POLICE DEPARTMENT	111 SOUTH PINE STREET NOKOMIS, IL	217/563-2141	18	IL0680300
UUW	NORFOLK AND WESTERN RAILWAY PD LEADS SUP: LARRY SCHNEIDER	2040 EAST 106TH STREET CHICAGO, IL	312/933-8022	D03	IL0164Z9E
AJN	NORMAL POLICE DEPARTMENT LEADS SUP: ROGER A. ORR	100 EAST PHOENIX NORMAL, IL	309/452-1121	D06	IL0570200

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KNS LEADS SUP: SHARON A. CANGELOSI	NORRIDGE POLICE DEPARTMENT	4020 NORTH OLCOTT AVENUE NORRIDGE, IL	708/453-4771	D03	IL0167400
DPV * NORRIS CITY POLICE DEPARTMENT		PO BOX 280 NORRIS CITY, IL	618/378-3900	19	IL0970300
AZN LEADS SUP: THOMAS J. FETZER	NORTH AURORA POLICE DEPARTMENT	25 EAST STATE STREET NORTH AURORA, IL	708/897-8705	D02	IL0451000
KFA * NORTH AURORA POLICE DEPARTMENT		25 EAST STATE STREET NORTH AURORA, IL	708/897-8705	02	IL0451000
AAI LEADS SUP: JOYCE SMOOT	NORTH CHICAGO POLICE DEPARTMENT	1850 LEWIS AVENUE NORTH CHICAGO, IL	708/578-7796	D02	IL0491500
AZO LEADS SUP: CAPT. RICHARD FAULK	NORTH CHICAGO VA MEDICAL CENTER SECURITY	ROOM 5 BUILDING 3 3001 GREEN BAY ROAD NORTH CHICAGO, IL	708/578-3703	D02	ILVA001S1
KVH * NORTH CHICAGO VA MEDICAL CENTER SECURITY		ROOM 5 BUILDING 3 3001 GREEN BAY ROAD NORTH CHICAGO, IL	708/578-3703	03	ILVA00100
TLQ * NORTH PEKIN POLICE DEPARTMENT		318 NORTH MAIN STREET NORTH PEKIN, IL	309/382-3412	08	IL0900800
AKD LEADS SUP: SANDRA M. JACKOWSKI	NORTH RIVERSIDE POLICE DEPARTMENT	2359 SOUTH DES PLAINES AVENUE NORTH RIVERSIDE, IL	708/447-9191	D04	IL0167800
ANO LEADS SUP: CAROLYN A. NAKAMURA	NORTHBROOK POLICE DEPARTMENT	1401 LANDWEHR NORTHBROOK, IL	708/564-2060	D03	IL0167500
ANU LEADS SUP: CHARLES DUSHANE	NORTHEASTERN ILL UNIV POLICE DEPT	5500 NORTH ST LOUIS AVENUE CHICAGO, IL	312/794-3078	D03	IL0166M00
ARN LEADS SUP: BETHE ANN HUGHES	NORTHERN ILLINOIS UNIV PUBLIC SAFETY	WIRTZ DRIVE DE KALB, IL	815/753-1212	D02	IL0191100

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AQN	NORTHFIELD POLICE DEPARTMENT LEADS SUP: MARTIN E. MURPHY	350 WALNUT AVENUE NORTHFIELD, IL	708/446-2131	D03	IL0167600
KDF	NORTHLAKE POLICE DEPARTMENT LEADS SUP: ADELE HOLLOWAY	55 EAST NORTH AVENUE NORTHLAKE, IL	708/344-1691	D03	IL01677L1
AGI	NORTHWEST CENTRAL DISPATCH SYSTEM LEADS SUP: CAROLE URRY	1975 EAST DAVIS STREET ARLINGTON HEIGHTS, IL	708/398-1130	D03	IL01602A1
ANW	NORTHWESTERN UNIVERSITY POLICE DEPT. LEADS SUP: LT. DARREN P. DAVIS	1819 HINMAN AVENUE EVANSTON, IL	708/491-3254	D03	IL0162W9E
LLP *	NORWOOD POLICE DEPARTMENT	1515 NORTH NORWOOD BLVD. PEORIA, IL	309/676-6608	08	IL0721300
HWI	O'FALLON POLICE DEPARTMENT LEADS SUP: CHARLES S. KISTLER	118 EAST WASHINGTON O'FALLON, IL	618/624-4545	D11	IL0821600
XFB	OAK BROOK POLICE DEPARTMENT LEADS SUP: JOHN TESCHKE	VILLAGE HALL 1200 OAKBROOK ROAD OAK BROOK, IL	708/990-3030	D02	IL02215X1
XOX	OAK FOREST HOSPITAL PUBLIC SAFETY DEPT LEADS SUP: LT. WALTER SCAHILL	15900 SOUTH CICERO AVENUE OAK FOREST, IL	708/687-7200	D04	IL0161P00
ATF	OAK FOREST POLICE DEPARTMENT LEADS SUP: MARY R. VARKALIS	15440 SOUTH CENTRAL OAK FOREST, IL	708/687-1376	D04	IL01679A1
ACB	OAK LAWN POLICE DEPARTMENT LEADS SUP: ROBERT J. ADAMITIS	9446 SOUTH RAYMOND OAK LAWN, IL	708/499-7721	D04	IL0168000
ZDI	OAK PARK POLICE DEPARTMENT LEADS SUP: PATRICIA MEAR	1 VILLAGE HALL PLAZA OAK PARK, IL	708/386-3800	D03	IL01681L3
XBM	OAKBROOK TERRACE POLICE DEPARTMENT LEADS SUP: OFF. MARK COLLINS	17 WEST 275 BUTTERFIELD ROAD OAKBROOK TERRACE, IL	708/941-8320	D02	IL0222900

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
ANH *	OAKLAND POLICE DEPARTMENT	CITY HALL OAKLAND, IL	217/346-2651	10	IL0150400
A00	OAKTON COMMUNITY COLLEGE POLICE DEPT LEADS SUP: SGT. DENNIS MARINO	1600 EAST GOLF ROAD DES PLAINES, IL	708/635-1881	D03	IL0167E00
VAJ *	OAKWOOD HILLS POLICE DEPARTMENT	103 WOODLAND DRIVE OAKWOOD HILLS, IL	708/639-4124	02	IL0561800
LNL *	OAKWOOD POLICE DEPARTMENT	109 SOUTH SCOTT STREET PO BOX 653 OAKWOOD, IL	217/354-4255	10	IL0921300
AZF *	OBLONG POLICE DEPARTMENT	202 SOUTH RANGE OBLONG, IL	618/592-4715	12	IL0170100
KSL *	ODIN POLICE DEPARTMENT	PO BOX 246 ODIN, IL	618/775-6260	12	IL0610700
AVZ	OFFICE INSPECTOR GEN/LABOR RACKETEERING LEADS SUP: MANUEL RAMIREZ	ROOM 708 230 SOUTH DEARBORN STREET CHICAGO, IL	312/353-3164	D03	ILD0L00S1
ARA	OGLE COUNTY SHERIFF'S OFFICE LEADS SUP: SANDY MEYER	OGLE CO SHERIFFS DEPT PO BOX 217 OREGON, IL	815/732-6666	D01	IL0710000
TPQ *	OGLESBY POLICE DEPARTMENT	128 WEST WALNUT STREET OGLESBY, IL	815/883-8404	17	IL0500600
HZW *	OKAWVILLE POLICE DEPARTMENT	ROOM 237 400 NORTH FRONT OKAWVILLE, IL	618/243-6121	13	IL0950300
DPV *	OLD SHAWNEETOWN POLICE DEPARTMENT	PO BOX 813 OLD SHAWNEETOWN, IL	618/269-3415	19	IL0300300
A0N	OLNEY POLICE DEPARTMENT LEADS SUP: VICTOR CANNONS	320 SOUTH WHITTLE OLNEY, IL	618/395-8481	D12	IL08001A1

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
KIR *	ONARGA POLICE DEPARTMENT	106 SOUTH WALNUT ONARGA, IL	815/268-7311	21	IL0380400
KHG *	ONEIDA POLICE DEPARTMENT	PO BOX 85 ONEIDA, IL	309/342-5862	07	IL0480600
KNC *	OREANA POLICE DEPARTMENT	600 NORTH EAST STREET OREANA, IL	217/468-2112	10	IL0581000
KRA *	OREGON POLICE DEPARTMENT	115 NORTH THIRD STREET OREGON, IL	815/732-6321	01	IL0710300
AHI *	ORION POLICE DEPARTMENT	1100 4TH STREET ORION, IL	309/526-3403	07	IL0371000
ATH	ORLAND PARK POLICE DEPARTMENT LEADS SUP: DONI MILLER	14600 RAVINIA ORLAND PARK, IL	708/349-4111	D04	IL0168300
AJK *	OSWEGO POLICE DEPARTMENT	3525 ROUTE 34 OSWEGO, IL	708/554-1160	05	IL0470300
AOW	OTTAWA POLICE DEPARTMENT LEADS SUP: ANGELO K. VAVAROUTSOS	301 WEST LAFAYETTE OTTAWA, IL	815/433-2131	D17	IL0500700
YGA	PALATINE POLICE DEPARTMENT LEADS SUP: CARLA STILLING	200 EAST WOOD STREET PALATINE, IL	708/359-9000	D03	IL01684Y1
AZF *	PALESTINE POLICE DEPARTMENT	301 SOUTH MAIN STREET PALESTINE, IL	618/586-2464	12	IL0170200
XTL	PALOS HEIGHTS POLICE DEPARTMENT LEADS SUP: LT. GEORGE L. YOTT JR.	7607 W COLLEGE DRIVE PALOS HEIGHTS, IL	708/448-5060		IL01685X1
XTI	PALOS HILLS POLICE DEPARTMENT LEADS SUP: OFF. KATHLEEN M. ANDERSON	8555 WEST 103RD STREET PALOS HILLS, IL	708/598-2272	D04	IL0168600

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
XTP LEADS SUP:	PALOS PARK POLICE DEPARTMENT DANIEL STULGIS	12301 SOUTH 90TH AVENUE PALOS PARK, IL	708/448-0639 60464-0000	D04	IL01687X1
ANP LEADS SUP:	PARIS POLICE DEPARTMENT JANN A. RARDIN	211 WEST WASHINGTON STREET PARIS, IL	217/465-6351 61944-0000	D10	IL0230300
UHC LEADS SUP:	PARK CITY POLICE DEPARTMENT ROBERT L. WILLIAMS	3420 KEHM BOULEVARD PARK CITY, IL	708/662-2135 60085-0000	D02	IL04925U1
BAD *	PARK CITY POLICE DEPARTMENT	3420 KEHM BOULEVARD PARK CITY, IL	708/662-2135 60085-0000	02	IL0492500
ACM LEADS SUP:	PARK FOREST POLICE DEPARTMENT NANCY PHILLIPS	200 LAKEWOOD BOULEVARD PARK FOREST, IL	708/748-4700 60466-0000	D04	IL0168800
VDH LEADS SUP:	PARK RIDGE POLICE DEPARTMENT ROBERT C. SUNDBERG	200 S VINE ST. PARK RIDGE, IL	708/318-5252 60068-0000	D03	IL01689V1
TPS *	PAWNEE POLICE DEPARTMENT	617 7TH STREET PAWNEE, IL	217/625-2341 62558-0000	09	IL0840600
DPZ *	PAXTON POLICE DEPARTMENT	CITY HALL 145 SOUTH MARKET PAXTON, IL	217/379-4315 60957-0000	21	IL0270200
TPK *	PECATONICA POLICE DEPARTMENT	111 WEST 3RD STREET PECATONICA, IL	815/239-2373 61063-0000	16	IL1010300
LLD *	PEKIN PARK DISTRICT POLICE DEPARTMENT	1701 COURT STREET PEKIN, IL	309/353-7220 61554-0000	08	IL0901600
TLD LEADS SUP:	PEKIN POLICE DEPARTMENT WILLIAM SURRETT	CITY HALL 400 MARGARET STREET PO BOX 700 PEKIN, IL	309/346-3132	D08	IL0900900
LGZ LEADS SUP:	PEORIA CO ADULT PROBATION SAMUEL WILLIAMS	ROOM 520 324 MAIN STREET PEORIA, IL	309/672-6958 61554-0000 61602-0000	D08	IL072013G

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
LGY	PEORIA COUNTY CIRCUIT CLERK LEADS SUP: JUDY CORNELISON	ROOM G22 PEORIA COUNTY COURTHOUSE 324 MAIN STREET PEORIA, IL 61602-0000	309/672-6025	D08	IL072025J
LLP	PEORIA COUNTY SHERIFF'S OFFICE LEADS SUP: JAYNE A. KELLY	PEORIA COUNTY JAIL 301 NORTH MAXWELL ROAD PEORIA, IL 61604-0000	309/672-6040	D08	IL0720000
LLZ	PEORIA COUNTY STATE'S ATTORNEY LEADS SUP: LYNN E. CRAIG	ROOM 111 PEORIA COUNTY COURTHOUSE PEORIA, IL 61602-0000	309/672-6900	D08	IL072013A
LLK	PEORIA HEIGHTS POLICE DEPARTMENT LEADS SUP: CARL R. WEBER	4901 NORTH PROSPECT ROAD PEORIA HEIGHTS, IL 61614-0000	309/688-3461	D08	IL0720900
LLC *	PEORIA PARK DISTRICT POLICE DEPARTMENT	GLEN OAK PAVILLION 6518 NORTH SHERIDAN ROAD PEORIA, IL 61603-0000	309/682-1200	08	IL0721400
LLC	PEORIA POLICE DEPARTMENT LEADS SUP: DENISE A. ADAMS	542 SOUTH ADAMS STREET PEORIA, IL 61602-1592	309/673-4521	D08	IL0720700
AEP	PEOTONE POLICE DEPARTMENT LEADS SUP: BARBARA E. CROSS	208 EAST MAIN STREET PEOTONE, IL 60468-0000	708/258-3003	D05	IL0991000
KRP *	PERCY POLICE DEPARTMENT	CITY HALL PERCY, IL 62272-0000	618/497-2577	13	IL0791000
KBW	PERRY COUNTY SHERIFF'S OFFICE LEADS SUP: JUDY VALENTINE	12 EAST WATER PO BOX 350 PICKNEVILLE, IL 62274-0000	618/357-5212	D13	IL0730000
KBW *	PERRY COUNTY STATE'S ATTORNEY	ROOM 13 PERRY COUNTY COURTHOUSE PO BOX 377 PICKNEVILLE, IL 62274-0000	618/357-6221	13	IL073013A
TPQ *	PERU POLICE DEPARTMENT	1503 FOURTH STREET PERU, IL 61354-0000	815/223-2151	17	IL0500800
AMM *	PETERSBURG POLICE DEPARTMENT	101 EAST SHERIDAN PETERSBURG, IL 62675-0000	217/632-2251	09	IL0650100

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
KTK LEADS SUP:	PHOENIX POLICE DEPARTMENT SHARON LOTT	15240 VINCENNES PHOENIX, IL	708/331-2191 60426-0000	D04	IL01690L1
KNE *	PIATT COUNTY CIRCUIT COURT	PIATT COUNTY COURTHOUSE MONTICELLO, IL	217/762-4966 61856-0000	10	IL074015J
KNE *	PIATT COUNTY PROBATION OFFICE	PIATT COUNTY COURTHOUSE MONTICELLO, IL	217/762-5761 61856-0000	10	IL074013G
ANE LEADS SUP:	PIATT COUNTY SHERIFF'S OFFICE CARRIE L. SHUMARD	202 WEST LIVINGSTON PO BOX 376 MONTICELLO, IL	217/762-5761 61856-0000	D10	IL0740000
KNE *	PIATT COUNTY STATE'S ATTORNEY	ROOM 301 PIATT COUNTY COURTHOUSE MONTICELLO, IL	217/762-2574 61856-0000	10	IL074013A
AOG LEADS SUP:	PIKE COUNTY SHERIFF'S OFFICE PAM LAWBER	204 EAST ADAMS STREET PITTSFIELD, IL	217/285-4471 62363-0000	D20	IL0750000
AOG *	PIKE COUNTY STATE'S ATTORNEY	PIKE COUNTY COURTHOUSE PITTSFIELD, IL	217/285-5646 62363-0000	20	IL075013A
KBW *	PINCKNEYVILLE POLICE DEPARTMENT	110 114 SOUTH WALNUT STREET PINCKNEYVILLE, IL	618/357-8231 62274-0000	13	IL0730200
KWQ *	PITTSBURG POLICE DEPARTMENT	PITTSBURG, IL	618/997-6541 62974-0000	13	IL1001000
AOG *	PITTSFIELD POLICE DEPARTMENT	219 NORTH MONROE STREET PITTSFIELD, IL	217/285-4359 62363-0000	20	IL0750300
AVP LEADS SUP:	PLAINFIELD POLICE DEPARTMENT LISA M. WILSON	1400 NORTH DIVISION STREET PLAINFIELD, IL	815/436-2341 60544-0000	D05	IL0991100
ANM LEADS SUP:	PLANO POLICE DEPARTMENT THERESA BAGG	9 EAST NORTH STREET PLANO, IL	708/552-3121 60545-0000	D05	IL0470100

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AOG *	PLEASANT HILL POLICE DEPARTMENT	104 WEST QUINCY PO BOX 167 PLEASANT HILL, IL	217/734-9497	20	IL0750400
ZLF *	PLEASANT PLAINS POLICE DEPARTMENT	304 EAST MAIN PO BOX 44 PLEASANT PLAINS, IL	217/626-1351	09	IL0842400
ARH *	PLYMOUTH POLICE DEPARTMENT	204 E. MARION ST. PLYMOUTH, IL	309/458-6555	14	IL0340800
KRA *	POLO POLICE DEPARTMENT	CITY HALL 116 SOUTH FRANKLIN AVENUE POLO, IL	815/946-3412	01	IL0710400
AJS	PONTIAC POLICE DEPARTMENT LEADS SUP: MARY SPRAY	PUBLIC SAFETY COMPLEX 413 NORTH MILL STREET PONTIAC, IL	815/844-5148	D06	IL0530200
AOB	PONTOON BEACH POLICE DEPARTMENT LEADS SUP: CAPT. HAROLD J. DENHAM	3910 HIGHWAY 111 PONTOON BEACH, IL	618/931-0738	D11	IL0602100
TPE *	POPE COUNTY SHERIFF'S OFFICE	PO BOX 533 GOLCONDA, IL	618/683-4321	22	IL0760000
AHD *	PORT BYRON POLICE DEPARTMENT	120 SOUTH MAIN PORT BYRON, IL	309/523-2230	07	IL0810700
XOP	POSEN POLICE DEPARTMENT LEADS SUP: SGT. DIRK PETRY	2440 WEST WALTER ZIMNEY DRIVE POSEN, IL	708/385-0277	D04	IL01691X1
LNL *	POTOMAC POLICE DEPARTMENT	PO BOX 117 POTOMAC, IL	217/987-6900	10	IL0920700
KRP *	PRAIRIE DU ROCHER POLICE DEPARTMENT	BROAD STREET PRAIRIE DU ROCHER, IL	618/284-7100	13	IL0790800
LBU *	PRINCETON POLICE DEPARTMENT	2 SOUTH MAIN STREET PRINCETON, IL	815/872-2351	17	IL0060400

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KWT * LEADS	PROPHETSTOWN POLICE DEPARTMENT SUP: ALAN STEFFEN	339 WASHINGTON STREET PROPHETSTOWN, IL	815/537-2386	01	IL0980500
YVG * LEADS	PROSPECT HEIGHTS POLICE DEPARTMENT SUP: ALAN STEFFEN	1 NORTH ELMHURST ROAD PROSPECT HEIGHTS, IL	708/398-6070	D03	IL0169G00
AZC * LEADS	PROVOST MARSHAL SAVANNA ARMY DEPOT	SAVANNA ARMY DEPOT SAVANNA, IL	815/273-8831	01	ILUSA0900
HKS * LEADS	PROVOST MARSHAL/SECURITY OFFICER SUP: DONALD OGDEN JR.	U S ARMY CMPSC ATTN: SAVAS-Y (WAYNE BOOK) GRANITE CITY, IL	618/452-4225	D11	ILUSA10S1
AVO * LEADS	PULASKI COUNTY SHERIFF'S OFFICE SUP: CLYDE L. HINMAN	PULASKI COUNTY COURTHOUSE HIGH & NORTH SECOND STREETS MOUND CITY, IL	618/748-9124	D22	IL0770000
TPE * LEADS	PULASKI COUNTY SHERIFF'S OFFICE	PULASKI COUNTY COURTHOUSE HIGH & NORTH SECOND STREETS MOUND CITY, IL	618/748-9124	22	IL0770000
TPQ * LEADS	PUTNAM COUNTY SHERIFF'S OFFICE	PUTNAM COUNTY COURTHOUSE HENNEPIN, IL	815/925-7015	17	IL0780000
AHD * LEADS	QUAD CITY METO AIRPORT AUTH. SAFETY SERV	QUAD CITY AIRPORT PO BOX 9009 MOLINE, IL	309/764-9621	07	IL0811600
TQD * LEADS	QUAD-COM DISPATCH SUP: LINDA NOGA	1200 L. W. BESINGER DRIVE CARPENTERSVILLE, IL	708/428-8784	D02	IL0450300
XHJ * LEADS	QUINCY POLICE DEPARTMENT SUP: SHARON TEDROW	507 VERMONT QUINCY, IL	217/228-4573	D20	IL0010300
YVQ * LEADS	QUINCY/ADAMS CO 911 CENTER SUP: SHARON TEDROW	521 VERMONT STREET QUINCY, IL	217/228-4573	D20	IL001023P
KRP * LEADS	RANDOLPH COUNTY CORONER	RANDOLPH CO COURTHOUSE 1198 W BUENA VISTA STREET CHESTER, IL	618/826-3311	13	IL079013M

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KRP	RANDOLPH COUNTY SHERIFF'S OFFICE LEADS SUP: BETTY LEFLER	200 WEST BUENA VISTA CHESTER, IL	618/826-5484 62233-0000	D13	IL0790000
KRP *	RANDOLPH COUNTY STATE'S ATTORNEY	RANDOLPH CO COURTHOUSE CHESTER, IL	618/826-2911 62233-0000	13	IL079013A
LNL *	RANKIN POLICE DEPARTMENT	PO BOX 82 RANKIN, IL	217/397-2960 60960-0000	10	IL0920800
ANG	RANTOUL POLICE DEPARTMENT LEADS SUP: ELIZABETH J. FRANKIE	109 EAST GROVE RANTOUL, IL	217/892-2103 61866-0000	D10	IL0100400
KNG *	RANTOUL VILLAGE ATTORNEY	333 SOUTH TANNER RANTOUL, IL	000/000-0000 61866-0000	10	IL010031A
AOH *	RAYMOND POLICE DEPARTMENT	PO BOX 87 RAYMOND, IL	217/229-4516 62560-0000	18	IL0680400
KRP *	RED BUD POLICE DEPARTMENT	200 EAST MARKET STREET RED BUD, IL	618/282-2363 62278-0000	13	IL0790200
AER	REGIONAL JUSTICE INFORMATION SERVICE LEADS SUP: PATRICIA A. MIDKIFF	4255 WEST PINE BOULEVARD ST LOUIS, MO	314/535-1950 63108-0000		IL08496J1
ARM	RICHLAND COUNTY SHERIFF'S OFFICE LEADS SUP: KATHY RENO	RICHLAND CO COURTHOUSE 211 WEST MARKET STREET OLNEY, IL	618/395-7481 62450-0000	D12	IL0800000
UUR	RICHMOND POLICE DEPARTMENT LEADS SUP: KEVIN BAYS	10308 MAIN STREET RICHMOND, IL	815/678-4422 60071-0000	D02	IL05613U1
AAC *	RICHMOND POLICE DEPARTMENT	10308 MAIN STREET RICHMOND, IL	815/678-4422 60071-0000	02	IL0561300
XMD	RICHTON PARK POLICE DEPARTMENT LEADS SUP: NANCY KLOSS	4455 WEST SAUK TRAIL RICHTON PARK, IL	708/481-8950 60471-0000	D04	IL0169200

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
LNL *	RIDGEFARM POLICE DEPARTMENT	8 WEST OWEN STREET RIDGEFARM, IL	217/247-2131	10	IL0920900
DPV *	RIDGWAY POLICE DEPARTMENT	CRAWFORD STREET RIDGWAY, IL	618/272-3351	19	IL0300100
ZDA	RIVER FOREST POLICE DEPARTMENT LEADS SUP: GEORGE STRAUCH	7810 CENTRAL AVENUE RIVER FOREST, IL	708/366-7125	D03	IL01694L3
KRV	RIVER GROVE POLICE DEPARTMENT LEADS SUP: RODGER LONI	2621 THATCHER AVENUE RIVER GROVE, IL	708/453-2121	D03	IL0169500
XTC	RIVERDALE POLICE DEPARTMENT LEADS SUP: MICHAEL G. RYAN	14140 TRACY AVENUE RIVERDALE, IL	708/849-2131	D04	IL0169300
AKI	RIVERSIDE POLICE DEPARTMENT LEADS SUP: PHYLLIS PASSARELLI	31 RIVERSIDE ROAD RIVERSIDE, IL	708/447-2125	D04	IL0169600
U29	RIVERTON POLICE DEPARTMENT LEADS SUP: ROBERT A. RUSCIOLELLI	313 EAST JEFFERSON RIVERTON, IL	217/629-9122	D09	IL08407U1
ZLF *	RIVERTON POLICE DEPARTMENT	313 EAST JEFFERSON RIVERTON, IL	217/629-9122	09	IL0840700
KCU	ROBBINS POLICE DEPARTMENT LEADS SUP: SGT. BETTIE JACKSON	3323 WEST 137TH STREET ROBBINS, IL	708/385-8940	D04	IL01697L1
AZF *	ROBINSON POLICE DEPARTMENT	202 WEST WALNUT ROBINSON, IL	618/544-2217	12	IL0170300
ARX	ROCHELLE POLICE DEPARTMENT LEADS SUP: MELINDA DAVIS	416 NORTH 6TH STREET ROCHELLE, IL	815/562-2133	D01	IL0710500
U22	ROCHESTER POLICE DEPARTMENT LEADS SUP: STEPHEN RUTLEDGE	128 NORTH JOHN STREET PO BOX 618 ROCHESTER, IL	217/498-7125	D09	IL08409U1

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ZLF *	ROCHESTER POLICE DEPARTMENT	128 NORTH JOHN STREET PO BOX 618 ROCHESTER, IL	217/498-7192	09	IL0840900
ARQ	ROCK FALLS POLICE DEPARTMENT	1013 7TH AVENUE ROCK FALLS, IL	815/622-1140	D01	IL0980600
LEADS SUP:	DIANA S. UTNAGE		61071-0000		
MQA	ROCK ISLAND ARSENAL LAW ENFORC. DIVISION	BLD 225 POLICE HDQTS USA PROVOST MARSHAL LAW ENFOR. SMCRI-LEL ROCK ISLAND ARSENAL, IL	309/782-6116	D07	ILUSA08S2
LEADS SUP:	CAPT. JOHN D. DEITRICH				
AHD	ROCK ISLAND COUNTY SHERIFF'S OFFICE	1317 - 3RD AVENUE ROCK ISLAND, IL	309/794-1230	D07	IL0810000
LEADS SUP:	CINDY HAMPTON		61201-0000		
HHD *	ROCK ISLAND COUNTY STATE'S ATTORNEY	1504 THIRD AVENUE ROCK ISLAND, IL	309/786-4451	07	IL081013A
XRI	ROCK ISLAND POLICE DEPARTMENT	316 16TH STREET ROCK ISLAND, IL	309/793-3400	D07	IL08108X1
LEADS SUP:	REBECCA BERNARD		61201-8507		
LRR *	ROCK VALLEY COLLEGE POLICE DEPT	3301 NORTH MULFORD ROAD ROCKFORD, IL	815/654-4357	16	IL1011200
AJE *	ROCKDALE POLICE DEPARTMENT	OTIS AND MIDLAND AVENUE ROCKDALE, IL	815/725-2171	05	IL0991200
LRW *	ROCKFORD AIRPORT POLICE DEPARTMENT	4979 FALCON ROAD ROCKFORD, IL	815/397-0898	16	IL1011400
LRR *	ROCKFORD METRO CENTRE POLICE DEPARTMENT	300 ELM STREET ROCKFORD, IL	815/968-5730	16	IL1011800
LRR *	ROCKFORD PARK DISTRICT POLICE DEPARTMENT	1401 NORTH SECOND STREET ROCKFORD, IL	815/987-8874	16	IL1011300
IRR	ROCKFORD POLICE DEPARTMENT	WINNEBAGO CO 911 CENTRAL DISPATCH 204 SOUTH FIRST STREET ROCKFORD, IL	815/987-5809	D16	IL10104I1
LEADS SUP:	SHIRLEY MITCHELL		61104-0000		

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IBL * ROCKTON POLICE DEPARTMENT		110 EAST MAIN STREET ROCKTON, IL	815/624-4351 61072-0000	16	IL1010500
YGJ ROLLING MEADOWS POLICE DEPARTMENT LEADS SUP: LINDA D. LUEHRING		MUNICIPAL BUILDING 3600 WEST KIRCHOFF ROAD ROLLING MEADOWS, IL	708/255-2416 60008-0000	D03	IL01698V1
AJD ROMEOVILLE POLICE DEPARTMENT LEADS SUP: ANDREW J. BARTO		10 MONTROSE DRIVE ROMEOVILLE, IL	815/886-7219 60441-1330	D05	IL0991300
AQG * ROODHOUSE POLICE DEPARTMENT		119 WEST PALM ROODHOUSE, IL	217/589-4348 62082-0000	18	IL0310300
IBL * ROSCOE POLICE DEPARTMENT		10595 MAIN STREET ROSCOE, IL	815/623-7339 61703-0000	16	IL1010600
XDP ROSELLE POLICE DEPARTMENT LEADS SUP: LEN NOTZ		103 SOUTH PROSPECT STREET ROSELLE, IL	708/980-2025 60172-0000	D02	IL02216X1
ADJ ROSEMONT POLICE DEPARTMENT LEADS SUP: JAMES R. O'TOOLE		VILLAGE OF ROSEMONT 9501 WEST DEVON ROSEMONT, IL	708/823-1134 60018-0000	D03	IL0169900
TPE * ROSICLARE POLICE DEPARTMENT		CITY HALL PO BOX 578 ROSICLARE, IL	618/285-3445 62982-0000	22	IL0350300
AHZ * ROSSVILLE POLICE DEPARTMENT		113 E. ATTICA STREET ROSSVILLE, IL	217/748-6914 60963-0000	10	IL0921000
UYR ROUND LAKE AREA PARK DST POLICE DEPT LEADS SUP: JIM BLASCO		814 HART ROAD ROUND LAKE, IL	708/546-8558 60073-3799	D02	IL04943U1
ARO * ROUND LAKE AREA PARK DST POLICE DEPT		814 HART ROAD ROUND LAKE, IL	708/546-8558 60073-3799	02	IL0494300
ARO ROUND LAKE BEACH POLICE DEPARTMENT LEADS SUP: CHAR SMITH		916 WEST ROLLINS ROAD ROUND LAKE BEACH, IL	708/546-2127 60073-0000	D02	IL0491700

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U23	ROUND LAKE HEIGHTS POLICE DEPARTMENT LEADS SUP: MICHAEL VIRAMONTES	629 PONTIAC COURT ROUND LAKE HEIGHTS, IL	708/546-4941	D02	IL04918U1
ARO *	ROUND LAKE HEIGHTS POLICE DEPARTMENT	629 PONTIAC COURT ROUND LAKE HEIGHTS, IL	708/546-4941	02	IL0491800
UNQ	ROUND LAKE PARK POLICE DEPARTMENT LEADS SUP: JAN TODD	430 NORTH CEDAR LAKE ROAD ROUND LAKE PARK, IL	708/546-8112	D02	IL04919U1
KRK *	ROUND LAKE PARK POLICE DEPARTMENT	430 NORTH CEDAR LAKE ROAD ROUND LAKE PARK, IL	708/546-8112	02	IL0491900
ARK	ROUND LAKE POLICE DEPARTMENT LEADS SUP: JANICE TODD	430 NORTH CEDAR LAKE ROAD ROUND LAKE, IL	708/546-8112	D02	IL0491600
KWW *	ROXANA POLICE DEPARTMENT	400 SOUTH CENTRAL ROXANA, IL	618/254-1945	11	IL0601300
NSZ *	ROYALTON POLICE DEPARTMENT	PO BOX 550 ROYALTON, IL	618/984-3343	13	IL0280300
KRP *	RUMA POLICE DEPARTMENT	325 WASHINGTON STREET RED BUD, IL	618/282-3672	13	IL0790900
AXO *	RUSHVILLE POLICE DEPARTMENT	220 WEST WASHINGTON RUSHVILLE, IL	217/322-6633	20	IL0850100
ASL	SALEM POLICE DEPARTMENT LEADS SUP: CHARLES DUNCAN JR.	HOLSAPPLE MUNICIPAL BLDG 201 SOUTH ROTAN AVENUE SALEM, IL	618/548-2232	D12	IL0610400
AVS	SALINE COUNTY SHERIFF'S OFFICE LEADS SUP: GARY L. GRIMES	SALINE COUNTY COURTHOUSE HARRISBURG, IL	618/252-8661	D19	IL0830000
LMX *	SAN JOSE POLICE DEPARTMENT	PO BOX 109 SAN JOSE, IL	309/247-3257	09	IL0630400

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
KSL *	SANDOVAL POLICE DEPARTMENT	PO BOX 303 SANDOVAL, IL	618/247-3411	12	IL0610500
KSW	SANDWICH POLICE DEPARTMENT LEADS SUP: TINA WEBBER	308 EAST COLLEGE STREET SANDWICH, IL	815/786-7261	D02	IL01903L5
SLF	SANGAMON COUNTY SHERIFF'S OFFICE LEADS SUP: MARK BOUGHTER	# 1 SHERIFF'S PLAZA SPRINGFIELD, IL	217/753-6855	D09	IL0840000
TPS *	SANGAMON STATE UNIVERSITY POLICE DEPT	SHEPHERD ROAD SPRINGFIELD, IL	217/786-6690	09	IL0841600
TPJ *	SAUGET POLICE DEPARTMENT	2897 FALLING SPRINGS ROAD SAUGET, IL	618/332-6500	11	IL0822200
ASV	SAUK VILLAGE POLICE DEPARTMENT LEADS SUP: PATRICK J. MALONEY	21701 SOUTH TORRENCE AVENUE SAUK VILLAGE, IL	708/758-1331	D04	IL0161A00
AZC *	SAVANNA POLICE DEAPRTMENT	101 MAIN STREET SAVANNA, IL	815/273-2246	01	IL0080500
AJJ *	SAYBROOK POLICE DEPARTMENT	VILLAGE HALL 305 WEST LOCUST STREET SAYBROOK, IL	309/475-3161	06	IL0571300
YGG	SCHAUMBURG POLICE DEPARTMENT LEADS SUP: PATRICIA MILITELLO	1000 WEST SCHAUMBURG ROAD SCHAUMBURG, IL	708/882-3586	D03	IL0162AY1
ADC	SCHILLER PARK POLICE DEPARTMENT LEADS SUP: MICHAEL LORANZ	9526 IRVING PARK ROAD SCHILLER PARK, IL	708/678-4794	D03	IL0163A00
AOH *	SCHRAM CITY POLICE DEPARTMENT	22ND STREET SCHRAM CITY, IL	217/532-3449	18	IL0680600
AXO	SCHUYLER COUNTY SHERIFF'S OFFICE LEADS SUP: ROSEMARY HAMM	216 WEST LAFAYETTE RUSHVILLE, IL	217/322-4366	D20	IL0850000

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
TPT *	SCOTT COUNTY SHERIFF'S OFFICE	SCOTT COUNTY COURTHOUSE 101 MARKET STREET WINCHESTER, IL	217/742-3141	20	IL0860000
NMR *	SEATON POLICE DEPARTMENT	RR 1 BOX 36C SEATON, IL	309/586-5341	07	IL0660900
LLU *	SECOR POLICE DEPARTMENT	GILMAN STREET SECOR, IL	309/744-2283	08	IL1020900
AJL *	SENECA POLICE DEPARTMENT	303 NORTH CASH STREET PO BOX 27 SENECA, IL	815/357-8726	17	IL0500900
NSZ *	SESSER POLICE DEPARTMENT	302 WEST FRANKLIN SESSER, IL	618/625-2341	13	IL0280400
KRD *	SHABBONA POLICE DEPARTMENT	PO BOX 197 SHABBONA, IL	815/824-2415	02	IL0191200
AZC *	SHANNON POLICE DEPARTMENT	17 EAST MARKET STREET SHANNON, IL	815/864-2776	01	IL0080600
TPE *	SHAWNEE COMMUNITY COLLEGE CAMPUS POLICE	SHAWNEE COLLEGE ROAD ULLIN, IL	618/634-2242	22	IL0770600
DPV *	SHAWNEETOWN POLICE DEPARTMENT	CITY HALL EAST LINCOLN BLVD SHAWNEETOWN, IL	618/269-3018	19	IL0300200
LBU *	SHEFFIELD POLICE DEPARTMENT	CITY HALL 265 SOUTH MAIN SHEFFIELD, IL	815/454-2629	17	IL0060500
KSH	SHELBY COUNTY SHERIFF'S OFFICE	151 NORTH MORGAN SHELBYVILLE, IL	217/774-3942	D10	IL0870000
LEADS SUP:	TOM COVENTRY				
ASY	SHELBYVILLE POLICE DEPARTMENT	120 SOUTH MORGAN SHELBYVILLE, IL	217/774-2141	D10	IL0870200
LEADS SUP:	WILLIAM J. WATSON				

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
KIR *	SHELDON POLICE DEPARTMENT	PO BOX 663 SHELDON, IL	815/429-3829	21	IL0380500
AJL *	SHERIDAN POLICE DEPARTMENT	PO BOX 149 SHERIDAN, IL	815/496-2351	17	IL0501500
ZLF *	SHERMAN POLICE DEPARTMENT	401 ST JOHN DRIVE SHERMAN, IL	217/496-2621	09	IL0841400
NMR *	SHERRARD POLICE DEPARTMENT	SHERRARD, IL	309/593-2512	07	IL0660600
HWS *	SHILOH POLICE DEPARTMENT	#1 PARK DRIVE SHILOH, IL	618/632-9047	11	IL0822500
AVP *	SHOREWOOD POLICE DEPARTMENT	903 WEST JEFFERSON STREET SHOREWOOD, IL	815/725-1460	05	IL0992100
ZNL *	SIDELL POLICE DEPARTMENT	PO BOX 218 SIDELL, IL	217/288-9342	10	IL0921600
MSI	SILVIS POLICE DEPARTMENT	1040 1ST AVENUE SILVIS, IL	309/792-0077	D07	IL0810900
LEADS SUP:	HELEN OLIVER		61282-1097		
AVF	SIU CARBONDALE POLICE DEPARTMENT	BUILDING A WASHINGTON SQUARE CARBONDALE, IL	618/453-2381	D13	IL0390300
LEADS SUP:	CAROL KAMMERER		62901-0000		
AWU	SIU EDWARDSVILLE POLICE DEPARTMENT	UNIVERSITY POLICE PO BOX 1041 EDWARDSVILLE, IL	618/692-3324	D11	IL0601700
LEADS SUP:	GINA SCHNEIDER		62026-0000		
KGF	SKOKIE POLICE DEPARTMENT	LARAMIE AT MAIN SKOKIE, IL	708/982-5925	D03	IL0164A00
LEADS SUP:	DEBORAH OROZCO		60077-0000		
KQD *	SLEEPY HOLLOW POLICE DEPARTMENT	1 THOROUGHbred LANE SLEEPY HOLLOW, IL	708/426-6700	02	IL0451200

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HWS *	SMITHTON POLICE DEPARTMENT	101 SOUTH MAIN STREET SMITHTON, IL	618/233-4180	11	IL0822800
KSW *	SOMONAUK POLICE DEPARTMENT	140 WEST DEKALB STREET PO BOX 457 SOMONAUK, IL	815/498-3054	02	IL0190400
AIZ	SOS DEPT. OF INSPECTOR GENERAL LEADS SUP: GAIL REXROAD	835 SOUTH SPRING STREET SPRINGFIELD, IL	217/524-7300	D09	IL0843300
AHU	SOS DISTRICT 1 LEADS SUP: KEVIN HUBER	1701 SOUTH FIRST AVENUE MAYWOOD, IL	000/000-0000	D03	IL0161GA1
NIH	SOS DISTRICT 1 VEH. INSPECTION STATION LEADS SUP: KEVIN HUBER	12800 BUTLER DRIVE CHICAGO, IL	312/646-5320	D03	IL0161W00
AHX	SOS DISTRICT 2 LEADS SUP: CINDY SHABEZ	4501 EAST STATE STREET ROCKFORD, IL	000/000-0000	D16	IL1011600
AHP	SOS DISTRICT 3 LEADS SUP: HOPE SZABO	1817 STEVENSON DRIVE SPRINGFIELD, IL	217/786-6196	D09	IL08489A1
NSJ	SOS DISTRICT 3 SALVAGE VEHICLE STATION LEADS SUP: HOPE SZABO	1817 STEVENSON DRIVE SPRINGFIELD, IL	217/786-6004	D09	IL08489N2
NSR	SOS DISTRICT 3 SUB POST LEADS SUP: HOPE SZABO	528 SOUTH MAIN STREET MORTON, IL	309/266-6521	D08	IL0902000
AHY	SOS DISTRICT 4 LEADS SUP: PAT EAST	320 SOUTH 11TH STREET MT VERNON, IL	618/244-4525	D13	IL0410200
NQI	SOS DISTRICT 4 SALVAGE VEHICLE STATION LEADS SUP: LEE DEMICK	1510 NORTH 89TH STREET FAIRVIEW HEIGHTS, IL	618/397-0305	D11	IL08243N1
NAT	SOS DISTRICT 4 SUB POST LEADS SUP: LEE DEMICK	1269 NORTH 89TH STREET EAST ST LOUIS, IL	618/398-7790	D11	IL0824300

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TPJ * SOS DISTRICT 4 SUB POST		1269 NORTH 89TH STREET EAST ST LOUIS, IL	618/398-7790	11	IL0824300
AZR SOS INSPECTOR GENERAL, HILLSIDE LEADS SUP: ED HAMMER		ROOM 230 4415 HARRISON ROAD HILLSIDE, IL	708/449-2330	D03	IL0163N00
ATV SOS POLICE DISTRICT 5, AUTO THEFT LEADS SUP: PATTY KILEEN		900 CHRISTOPHER LANE SPRINGFIELD, IL	217/786-6193	D09	IL08490A1
ASA SOS POLICE INQUIRY UNIT LEADS SUP: DANIEL J. CUSICK		324 WEST MONROE SPRINGFIELD, IL	217/782-7126	D09	IL08435L1
AZS SOS VEHICLE SERVICES TITLE PROCESSING LEADS SUP: JACK KILLGROVE		ROOM 6FL SW CENTENNIAL BUILDING PO BOX 600 SPRINGFIELD, IL	217/782-9709	D09	IL08496Z3
A0Z SOUTH BARRINGTON POLICE DEPARTMENT LEADS SUP: MARCIA EATON		30 SOUTH BARRINGTON ROAD SOUTH BARRINGTON, IL	708/381-7511	D03	IL0165A00
IBL SOUTH BELOIT POLICE DEPARTMENT LEADS SUP: KIMBERLY L. JONES		519 BLACKHAWK BOULEVARD SOUTH BELOIT, IL	815/389-3491	D16	IL10107I1
AME SOUTH CHICAGO HEIGHTS POLICE DEPARTMENT LEADS SUP: ANTOINETTE M. ALEXANDER		2729 JACKSON AVENUE SOUTH CHICAGO HEIGHTS, IL	708/755-3520	D04	IL0166A00
NSG SOUTH ELGIN POLICE DEPARTMENT LEADS SUP: SGT. JAMES SPIVEY		111 WEST SPRING STREET SOUTH ELGIN, IL	708/741-2151	D02	IL04513N1
ATJ SOUTH HOLLAND POLICE DEPARTMENT LEADS SUP: SGT. WARREN DE GRAFF		16220 WAUSAU AVENUE SOUTH HOLLAND, IL	708/331-3131	D04	IL0167A00
KLJ * SOUTH JACKSONVILLE POLICE DEPARTMENT		301 DEWEY DRIVE SOUTH JACKSONVILLE, IL	217/245-9222	09	IL0690400
TLQ * SOUTH PEKIN POLICE DEPARTMENT		PO BOX 486 SOUTH PEKIN, IL	309/348-3656	08	IL0901200

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KWW *	SOUTH ROXANA POLICE DEPARTMENT	211 SINCLAIR AVENUE SOUTH ROXANA, IL	618/254-7469	11	IL0601900
KTJ *	SOUTH SUBURBAN COLLEGE POLICE DEPT.	15800 SOUTH STATE STREET SOUTH HOLLAND, IL	312/596-2109	04	IL0169C00
KJX *	SOUTHERN ILLINOIS AIRPORT AUTHORITY PD	AIRPORT ROAD PO BOX 1086 CARBONDALE, IL	618/529-1721	13	IL0390800
ZLF *	SOUTHERN VIEW POLICE DEPARTMENT	3361 SOUTH 1ST STREET SPRINGFIELD, IL	217/529-6589	09	IL0841500
XSX	SOUTHWEST CENTRAL DISPATCH LEADS SUP: CAROL KENDZIERSKI	7611 WEST COLLEGE DRIVE PALOS HEIGHTS, IL	708/448-6180	D04	IL016011P
KRP *	SPARTA POLICE DEPARTMENT	107 EAST JACKSON SPARTA, IL	618/443-4331	13	IL0790300
ZLF *	SPAULDING POLICE DEPARTMENT	SPAULDING, IL	217/629-8801	09	IL0843200
LLU *	SPRING BAY POLICE DEPARTMENT	R.R.1 PO BOX 163 EAST PEORIA, IL	309/822-8400	08	IL1021000
UAY	SPRING GROVE POLICE DEPARTMENT LEADS SUP: DONALD J. REGNIER	7401 MEYER ROAD PO BOX 57 SPRING GROVE, IL	815/675-2596	D02	IL05619U1
AAC *	SPRING GROVE POLICE DEPARTMENT	7401 MEYER ROAD PO BOX 57 SPRING GROVE, IL	815/675-2596	02	IL0561900
LBU *	SPRING VALLEY POLICE DEPARTMENT	CITY HALL 215 NORTH GREENWOOD STREET SPRING VALLEY, IL	815/663-2351	17	IL0060600
KLE *	SPRINGFIELD PARK DISTRICT POLICE DEPT	2500 SOUTH 11TH STREET PO BOX 5052 SPRINGFIELD, IL	217/546-3011	E09	IL0841800

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SLE	SPRINGFIELD POLICE DEPARTMENT LEADS SUP: TIARA L. OGER	617 EAST JEFFERSON STREET SPRINGFIELD, IL	217/788-8315	D09	IL0840200
KJP *	ST ANNE POLICE DEPARTMENT	190 WEST STATION ST ANNE, IL	815/427-8126	21	IL0460600
ZBF	ST CHARLES POLICE DEPARTMENT LEADS SUP: JOHN A. HARRIS	2 EAST STATE AVENUE ST CHARLES, IL	708/377-4435	D02	IL04514L3
HQJ	ST CLAIR CO PROB 20TH JUDICIAL CIRCUIT LEADS SUP: ADRIAN E. CROISSANT III	ST CLAIR CO ANNEX BLDG 11 WEST LINCOLN ST BELLEVILLE, IL	618/277-5690	D11	IL082015G
HWS *	ST CLAIR CO PROB 20TH JUDICIAL CIRCUIT	ST CLAIR CO ANNEX BLDG 11 WEST LINCOLN ST BELLEVILLE, IL	618/277-5690	11	IL082015G
HWS	ST CLAIR COUNTY SHERIFF'S OFFICE LEADS SUP: THOMAS ELLIFF	321 WEST "F" STREET BELLEVILLE, IL	618/277-3500	D11	IL08200L2
LNJ *	ST JOSEPH CITY ATTORNEY	502 WEST CLARK PO BOX 6 CHAMPAIGN, IL	217/356-6596	10	IL010041A
AJJ *	STANFORD POLICE DEPARTMENT	STANFORD TOWN HALL STANFORD, IL	309/379-4941	06	IL0571400
TPL *	STARK COUNTY SHERIFF'S OFFICE	STARK COUNTY COURTHOUSE 130 WEST JEFFERSON TOULON, IL	309/286-2541	08	IL0880000
ARZ *	STATE FIRE MARSHAL	100 WEST RANDOLPH SUITE 11-800 CHICAGO, IL	312/814-2693	03	IL0167F00
AVX	STATE'S ATTORNEY APPELLATE PROSECUTOR LEADS SUP: DOUGLAS L. PITCHFORD	ROOM 102 151 BRUNS LANE SPRINGFIELD, IL	217/782-1628	D09	IL084025A
KMS *	STAUNTON POLICE DEPARTMENT	CITY HALL 105 SOUTH WOOD STREET STAUNTON, IL	618/635-3333	18	IL0590900

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KRP *	STEELEVILLE POLICE DEPARTMENT	1305 W BROADWAY STEELEVILLE, IL	618/965-3134	13	IL0790400
AQS	STEELEVILLE POLICE DEPARTMENT LEADS SUP: NANCY DIGIOVANNI	35 WEST 34TH STREET STEELEVILLE, IL	708/754-8121	D04	IL0168A00
KCC *	STEELEVILLE POLICE DEPARTMENT	35 WEST 34TH STREET STEELEVILLE, IL	708/755-0220	05	IL0168A00
ARS	STEPHENSON COUNTY SHERIFF'S OFFICE LEADS SUP: MARGARET E. COOPER	STEPHENSON CO JAIL 204 WEST EXCHANGE STREET FREEPORT, IL	815/235-8252	D16	IL0890000
ASN	STERLING POLICE DEPARTMENT LEADS SUP: MARY J. JOHNSON	212 THIRD AVENUE STERLING, IL	815/622-2240	D01	IL0980700
KKL	STICKNEY POLICE DEPARTMENT LEADS SUP: OLIVE JAMBROSEK	6533 WEST PERSHING ROAD STICKNEY, IL	708/749-4400	D03	IL0169AL1
AJV *	STOCKTON POLICE DEPARTMENT	155 WEST FRONT STREET STOCKTON, IL	815/947-2512	16	IL0430500
NDT	STONE PARK POLICE DEPARTMENT LEADS SUP: ROSE-MARIE CARDENAZ	COMMUNICATIONS 1629 NORTH MANHEIM ROAD STONE PARK, IL	708/344-2134	D03	IL0161B00
VGP	STREAMWOOD POLICE DEPARTMENT LEADS SUP: JANET BUSCHBACHER	401 EAST IRVING PARK ROAD STREAMWOOD, IL	708/289-3151	D03	IL0162BY1
AXV	STREATOR POLICE DEPARTMENT LEADS SUP: TINA M. TRAINOR	204 SOUTH BLOOMINGTON STREET STREATOR, IL	815/672-3111	D17	IL0501000
TPQ *	STREATOR POLICE DEPARTMENT	204 SOUTH BLOOMINGTON STREET STREATOR, IL	815/672-3111	17	IL0501000
UXJ	SUGAR GROVE POLICE DEPARTMENT LEADS SUP: SGT. G. DALE LANGE	85 MAIN STREET PO BOX 49 SUGAR GROVE, IL	708/466-4526	D02	IL04515U1

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KMO * SUGAR GROVE POLICE DEPARTMENT	85 MAIN STREET PO BOX 49 SUGAR GROVE, IL	60554-0000	708/466-4526	02	IL0451500
AMV * SULLIVAN CITY ATTORNEY	16 SOUTH WASHINGTON SULLIVAN, IL	61951-0000	217/728-7325	10	IL070011A
KOS SULLIVAN POLICE DEPARTMENT LEADS SUP: JAMES E. WAGGONER	307 SOUTH VAN BUREN SULLIVAN, IL	61951-0000	217/728-4351	D10	IL0700300
HWI * SUMMERFIELD POLICE DEPARTMENT	PO BOX 207 SUMMERFIELD, IL	62289-0000	618/934-4781	11	IL0822600
KKK SUMMIT POLICE DEPARTMENT LEADS SUP: CAROLE A. LAMBERT	5810 SOUTH ARCHER ROAD SUMMIT, IL	60501-0000	708/458-1313	D04	IL0163BL1
KJP * SUN RIVER TERRACE POLICE DEPARTMENT	RR 6 BOX 200 ST ANNE, IL	60964-0000	815/937-1702	21	IL0461600
ASQ SWANSEA POLICE DEPARTMENT LEADS SUP: EDWARD LINTZENICH	1400 NORTH ILLINOIS STREET SWANSEA, IL	62220-0000	618/234-4110	D11	IL0822300
KRD * SYCAMORE CITY ATTORNEY	535 DEKALB AVENUE DEKALB, IL	60178-0000	815/895-4515	02	IL019021A
AZG SYCAMORE POLICE DEPARTMENT LEADS SUP: KAREN MORRIS	535 DE KALB AVENUE SYCAMORE, IL	60178-0000	815/895-2123	D02	IL0190500
KRD * SYCAMORE POLICE DEPARTMENT	535 DE KALB AVENUE SYCAMORE, IL	60178-0000	815/895-2123	02	IL0190500
TPE * TAMMS POLICE DEPARTMENT	PO BOX E TAMMS, IL	62988-0090	618/747-2326	22	IL0020200
KWT * TAMPICO POLICE DEPARTMENT	104 WEST MARKET STREET TAMPICO, IL	61283-0000	815/772-4044	01	IL0980800

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AEX LEADS SUP: M/SGT DAVID W. CROUCH	TASK FORCE X	PO BOX 2077 DECATUR, IL	217/875-9172	D10	IL0581100
AOH * TAYLOR SPRINGS POLICE DEPARTMENT		VILLAGE HALL 401 HICKORY STREET TAYLOR SPRINGS, IL	217/532-3243	18	IL0680900
AXH LEADS SUP: LT. ROBERT BESSON	TAYLORVILLE POLICE DEPARTMENT	CITY HALL 108 WEST VINE TAYLORVILLE, IL	217/824-2211	D10	IL0110200
TTW LEADS SUP: BEVERLY J. BEHREND	TAZEWELL COUNTY PROBATION OFFICE	MCKENZIE BUILDING PEKIN, IL	309/346-3149	D08	IL090013G
LLQ LEADS SUP: CAPT. WILLIAM B. SHELANDER	TAZEWELL COUNTY SHERIFF'S OFFICE	11 SOUTH FOURTH STREET PEKIN, IL	309/346-4141	D08	IL0900000
TPJ * TERMINAL RAILROAD ASSOCIATION PD		2016 MADISON AVENUE GRANITE CITY, IL	618/451-8320	11	IL060949E
TPF * TEUTOPOLIS POLICE DEPARTMENT		106 WEST MAIN PO BOX 522 TEUTOPOLIS, IL	217/857-3543	12	IL0250600
ZLF * THAYER POLICE DEPARTMENT		PO BOX 274 THAYER, IL	217/965-4612	09	IL0843000
LNy * THOMASBORO POLICE DEPARTMENT		PO BOX 71 THOMASBORO, IL	217/384-3811	10	IL0101000
LVE * THOMPSONVILLE POLICE DEPARTMENT		THOMPSONVILLE, IL	618/627-2815	13	IL0280800
AZC * THOMSON POLICE DEPARTMENT		PO BOX 92 THOMSON, IL	815/259-3905	01	IL0080700
AUT LEADS SUP: MARGE MICHELS	THORNTON POLICE DEPARTMENT	700 PARK THORNTON, IL	708/877-4440	D04	IL0164B00

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KRP *	TILDEN POLICE DEPARTMENT	PO BOX 511 TILDEN, IL	618/587-5411	13	IL0790500
LNL *	TILTON POLICE DEPARTMENT	219 WEST 4TH STREET DANVILLE, IL	217/442-2151	10	IL0921100
ACN	TINLEY PARK POLICE DEPARTMENT LEADS SUP: MARY ANN MORRISON	17355 S 68 TH COURT TINLEY PARK, IL	708/532-9111	D04	IL0165M00
LBU *	TISKILWA POLICE DEPARTMENT	TISKILWA, IL	815/875-3344	17	IL0061100
LNy *	TOLONO POLICE DEPARTMENT	210 EAST HOLDEN TOLONO, IL	217/485-8040	10	IL0100500
AXM *	TOLUCA POLICE DEPARTMENT	102 NORTH MAIN TOLUCA, IL	815/452-2415	08	IL0620300
AJL *	TONICA POLICE DEPARTMENT	308 UNCAS TONICA, IL	815/442-3200	17	IL0501600
TLQ *	TREMONT POLICE DEPARTMENT	211 SOUTH SAMPSON STREET TREMONT, IL	309/925-3600	08	IL0901300
AKR *	TRENTON POLICE DEPARTMENT	25 WEST INDIANA TRENTON, IL	618/224-9226	11	IL0140500
ZBJ	TRI-COM CENTRAL DISPATCH, GENEVA LEADS SUP: WILLIAM E. PARZYSZEK	15 SOUTH FIRST STREET GENEVA, IL	708/232-4739	D02	IL04507L4
KDQ	TRITON COLLEGE POLICE DEPT, RIVER GROVE LEADS SUP: SGT. MICHAEL L. PENDOLA	BLDG J - POLICE DEPT 2000 NORTH FIFTH AVENUE RIVER GROVE, IL	708/456-6911	D03	IL0169EL1
HTY	TROY POLICE DEPARTMENT LEADS SUP: KYLE S. GIGER	102 SOUTH KIMBERLIN TROY, IL	618/667-6731	D11	IL0601400

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ANF *	TUSCOLA POLICE DEPARTMENT	204 NORTH PARKE STREET TUSCOLA, IL	217/253-2351	10	IL0210500
ACD	U OF I POLICE DEPARTMENT CHICAGO LEADS SUP: CLARENCE E. PHILLIPS JR.	ROOM 126 SB MAILCODE 270 1140 SOUTH MORGAN CHICAGO, IL	312/996-2830	D03	IL0166C00
ZNB	U OF I POLICE DEPARTMENT, URBANA LEADS SUP: ANITA JOHNSON	101 NORTH MATHEWS URBANA, IL	217/333-1216	D10	IL01007C3
AYO *	ULLIN POLICE DEPARTMENT	ROUTE 1 ULLIN, IL	618/845-3465	13	IL0770400
AUU	UNION COUNTY SHERIFF'S OFFICE LEADS SUP: VERN YANCEY	UNION COUNTY COURTHOUSE 307 WEST MARKET JONESBORO, IL	618/833-5812	D22	IL0910000
AAC *	UNION POLICE DEPARTMENT	CITY HALL 6606 SOUTH MAIN PO BOX 90 UNION, IL	815/923-2341	02	IL0562400
AUC	UNIVERSITY OF CHICAGO POLICE DEPARTMENT LEADS SUP: CARL L. THOMPSON	5555 SOUTH ELLIS AVENUE CHICAGO, IL	312/702-8181	D03	IL0169W9E
AFS	UNIVERSITY PARK POLICE DEPARTMENT LEADS SUP: ADELA FORMENTINI	VILLAGE HALL 698 BURNHAM DRIVE UNIVERSITY PARK, IL	708/534-0914	D05	IL09920A1
ZNX	URBANA POLICE DEPARTMENT LEADS SUP: CHARLES D. GORDON	308 SOUTH VINE STREET URBANA, IL	217/384-2321	D10	IL01006L3
AJU	US DEPT OF AGRICULTURE LEADS SUP: ANGELINA RUIZ	SUITE 1130 INSP GENERAL OF INVEST 111 NORTH CANAL STREET CHICAGO, IL	312/353-1260	D03	ILDOACGS1
ANT	US DISTRICT COURT NORTHERN DIST LEADS SUP: PAMELA MCNULTY	PROBATION OFFICE, ROOM 1100 219 SOUTH DEARBORN STREET CHICAGO, IL	312/435-5739	D03	IL016017G
HHE	US DISTRICT COURT SOUTHERN DIST LEADS SUP: JAMES D. SAGER	PROBATION OFFICE, ROOM 130 750 MISSOURI AVENUE EAST ST LOUIS, IL	618/482-9375	D11	IL082017G

Illinois LEADS Reference Manual

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* Non-Terminal Agency: Direct messages to CDC listed.

AGENCY NAME DIRECTORY

CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
KII LEADS SUP:	US DRUG ENFORCEMENT ADMIN CHICAGO DENNIS L. PREWITT	ROOM 500 219 SOUTH DEARBORN CHICAGO, IL	312/353-7875	D03	ILDEA01S2
AIY LEADS SUP:	US DRUG ENFORCEMENT ADMIN DESPLAINES ROBERT P. SCHEULER	SUITE 212 2350 EAST DEVON DES PLAINES, IL	312/686-2330	D03	ILDEA03S1
AXB LEADS SUP:	US DRUG ENFORCEMENT ADMIN SPRINGFIELD DANIEL H. STITT JR.	ILLINOIS BUSINESS CENTER 400 WEST MONROE STREET, SUITE 302 SPRINGFIELD, IL	217/492-4504	D09	ILDEA02S1
AUA LEADS SUP:	US IMMIGRATION INVESTIGATIONS BRANCH THOMAS A. FARRIS	ROOM 442 10 WEST JACKSON BLVD. CHICAGO, IL	312/886-8058	D03	ILINSCGS1
AZT LEADS SUP:	US IMMIGRATION NAT SERVICE INV BRANCH MICHAEL VAIL	1930 BEACH AVENUE BROADVIEW, IL	708/343-7841	D04	ILINS01S1
AVJ LEADS SUP:	US IRS CRIMINAL INVESTIGATION DIVISION WILLIAM M. MALONEY	ROOM 2500 230 SOUTH DEARBORN STREET CHICAGO, IL	312/886-4500	D03	ILIRS36S1
AUM LEADS SUP:	US MARSHAL CHICAGO CONTROL ROOM SUPERVISOR	ROOM 2444 US COURTHOUSE 219 SOUTH DEARBORN CHICAGO, IL	312/353-4973	D03	ILUSM01S2
HUS LEADS SUP:	US MARSHAL DISTRICT 25 EAST ST LOUIS TINA A. WOLF	ROOM 027 FEDERAL BUILDING 750 MISSOURI AVENUE EAST ST LOUIS, IL	618/482-9336	D11	ILUSM02S2
KLF *	US MARSHAL SPRINGFIELD	PO BOX 156 SPRINGFIELD, IL	217/492-4430	F09	ILUSM0300
ANV LEADS SUP:	US NAVAL TRAINING CENTER, GREAT LAKES ROMAN A. HRYNEWYCZ	DEPT OF DEFENSE POLICE 130 FARRAGUT AVENUE GREAT LAKES, IL	708/688-3430	D02	ILUSN0100
AUI LEADS SUP:	US POSTAL INSPECTION SERVICE SGT. JAMES ALSUP	ROOM 1301 433 WEST VANBUREN CHICAGO, IL	312/765-4605	D03	ILP0001S1
AJT LEADS SUP:	US PRETRIAL SERVICES AGENCY CHICAGO ROBERT L. FOWLER	ROOM 1382 219 SOUTH DEARBORN CHICAGO, IL	312/435-5793	D03	IL016017B

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* Non-Terminal Agency: Direct messages to CDC listed.

AGENCY NAME DIRECTORY

CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
AIC LEADS SUP:	US PROBATION OFFICE HAL LANGENBAHN	108 FEDERAL BUILDING 600 EAST MONROE STREET SPRINGFIELD, IL	312/435-5739 62701-0000	D09	IL084017G
AUP LEADS SUP:	US PROBATION OFFICE HAL LANGENBAHN	ROOM 319 100 NORTH EAST MONROE STREET PEORIA, IL	312/435-5739 61602-0000	D08	IL072017G
ESS LEADS SUP:	US SECRET SERVICE CHICAGO WILLIAM C. DUNNE	#1200N 300 SOUTH RIVERSIDE PLAZA CHICAGO, IL	312/353-5431 60606-3615	D03	ILSS201S2
ABS LEADS SUP:	US SECRET SERVICE SPRINGFIELD DODSON H. REAVES	SUITE 301 400 WEST MONROE STREET SPRINGFIELD, IL	217/492-4033 62704-1800	D09	ILSS212S1
KTZ LEADS SUP:	US TREASURY DEPT, ATF OAKBROOK TERRACE QUINCE V. WHITE	1S450 SUMMIT AVENUE #250 OAKBROOK TERRACE, IL	708/268-0960 60181-3974	D02	ILATF02S1
KTX LEADS SUP:	US TREASURY DEPT, BUREAU OF ATF CHICAGO ADRIENNE ANDERSON	ROOM 300 300 SOUTH RIVERSIDE PLAZA CHICAGO, IL	708/268-0960 60604-0000	D03	ILATF01S1
HTT LEADS SUP:	US TREASURY DEPT, BUREAU OF ATF FVW HGTS SAM TURK	ROOM 205 333 SALEM PLACE FAIRVIEW HEIGHTS, IL	618/632-9380 62208-0000	D11	ILATF08S1
AUZ LEADS SUP:	US TREASURY, CUSTOMS SERV, ENF SUPP DIV MICHAEL R. MARTINS	923 DILLON DRIVE WOOD DALE, IL	312/353-3130 60191-0000	D02	ILUSC49S1
AAK LEADS SUP:	USA PROVOST MARSHAL FORT SHERIDAN SGT. JON T. WEISS	BLDG 134 B FORT SHERIDAN, IL	708/926-2612 60037-5000	D02	ILUSA03S1
HWD LEADS SUP:	USAF SCOTT AIR FORCE BASE PATRICK T. COOPER	375TH SECURITY POLICE SQUADRON SCOTT AIR FORCE BASE, IL	618/256-2223 62225-5215	D11	ILAF001S1
AJL *	UTICA POLICE DEPARTMENT	55 MILL STREET UTICA, IL	815/667-4111 61373-0000	17	IL0501700
LVE *	VALIER POLICE DEPARTMENT	VALIER, IL	618/724-2432 62891-0000	13	IL0281100

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* Non-Terminal Agency: Direct messages to CDC listed.

AGENCY NAME DIRECTORY

CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
HWF *	VALMEYER POLICE DEPARTMENT	CITY HALL VALMEYER, IL 62995-0000	618/939-8651	11	IL0670300
AVN	VANDALIA POLICE DEPARTMENT LEADS SUP: VENITA CARROLL	CITY HALL BUILDING 221 SOUTH 5TH STREET VANDALIA, IL 62471-0000	618/283-2131	D12	IL0260400
AVI	VENICE POLICE DEPARTMENT LEADS SUP: KIMBERLY ANN CLARK	CITY HALL KLEIN AND BROADWAY VENICE, IL 62090-0000	618/877-2114	D11	IL0601500
ZNL *	VERMILION COUNTY CIRCUIT COURT	7 NORTH VERMILLION STREET DANVILLE, IL 61832-0000	217/431-2534	10	IL092015J
ZNL *	VERMILION COUNTY PROBATION OFFICE	2 SOUTH STREET DANVILLE, IL 62863-0000	217/442-4080	10	IL092013G
KLB *	VERMONT POLICE DEPARTMENT	VERMONT, IL 61484-0000	309/547-2277	14	IL0291000
AAR	VERNON HILLS POLICE DEPARTMENT LEADS SUP: PAMELA A. CUMMINGS	490 GREENLEAF DRIVE VERNON HILLS, IL 60061-0000	708/362-4439	D02	IL04926A1
KHG *	VICTORIA POLICE DEPARTMENT	VICTORIA, IL 61485-0000	309/879-2260	07	IL0481200
AOJ *	VIENNA POLICE DEPARTMENT	CITY HALL PO BOX 516 VIENNA, IL 62995-0000	618/658-8264	22	IL0440100
ANF *	VILLA GROVE POLICE DEPARTMENT	223 NORTH MAIN PO BOX 100 VILLA GROVE, IL 61956-0000	217/832-2511	10	IL0210600
XBB	VILLA PARK POLICE DEPARTMENT LEADS SUP: MARK JOHNSON	11 WEST HOME AVENUE VILLA PARK, IL 60181-0000	708/834-7447	D02	IL02217L1
NMR *	VIOLA POLICE DEPARTMENT	1510 SUNSET DRIVE VIOLA, IL 61486-0000	309/596-4111	07	IL0660700

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
TPI *	VIRDEN POLICE DEPARTMENT	CITY HALL NORTH DYE VIRDEN, IL	217/965-3131	18	IL0591000
AYD *	VIRGINIA POLICE DEPARTMENT	WEST SIDE SQUARE VIRGINIA, IL	217/452-3500	09	IL0090300
AMV *	WABASH COUNTY SHERIFF'S OFFICE	WABASH COUNTY COURTHOUSE 110 EAST FOURTH STREET MT CARMEL, IL	618/262-4186	19	IL0930000
LBU *	WALNUT POLICE DEPARTMENT	115 SOUTH MAIN PO BOX 685 WALNUT, IL	815/379-9000	17	IL0060700
AVA *	WAMAC POLICE DEPARTMENT	361 EAST 17TH STREET WAMAC, IL	618/532-4777	12	IL0610600
ASM *	WARREN COUNTY SHERIFF'S OFFICE	WARREN COUNTY COURTHOUSE 121 NORTH A STREET MONMOUTH, IL	309/734-8506	07	IL0940000
AJV *	WARREN POLICE DEPARTMENT	113 COLE STREET WARREN, IL	815/745-2418	16	IL0430600
KNC *	WARRENSBURG POLICE DEPARTMENT	252 EAST MAIN PO BOX 307 WARRENSBURG, IL	217/672-3611	10	IL0580900
XUY	WARRENVILLE POLICE DEPARTMENT LEADS SUP: SGT. JOHN PETER BARBERIS	3S 245 WARREN AVE PO BOX M WARRENVILLE, IL	708/393-2131	D02	IL0222500
LLU *	WASHBURN POLICE DEPARTMENT	217 EAST WALNUT WASHBURN, IL	309/248-7441	08	IL1020600
HWZ	WASHINGTON COUNTY SHERIFF'S OFFICE LEADS SUP: PEGGY S. RUEHL	WASHINGTON CO COURTHOUSE 1 COURT STREET NASHVILLE, IL	618/327-8273	D13	IL0950000
HWZ *	WASHINGTON COUNTY STATE'S ATTORNEY	WASHINGTON CO COURTHOUSE NASHVILLE, IL	618/327-3327	13	IL095013A

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* Non-Terminal Agency: Direct messages to CDC listed.

AGENCY NAME DIRECTORY

CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
HWR LEADS SUP: WASHINGTON PARK POLICE DEPARTMENT LEADS SUP: GERALDINE SIRTAK	VILLAGE HALL 5621 FOREST BOULEVARD WASHINGTON PARK, IL	62204-0000	618/874-0117	D11	IL08217L4
TLT LEADS SUP: WASHINGTON POLICE DEPARTMENT LEADS SUP: CAROLYN A. HULLCRANZ	115 WEST JEFFERSON STREET WASHINGTON, IL	61571-0000	309/444-2313	D08	IL0901000
HWF * WATERLOO POLICE DEPARTMENT	104 WEST FOURTH STREET WATERLOO, IL	62298-0000	000/000-0000	11	IL0670200
KRD * WATERMAN POLICE DEPARTMENT	305 SOUTH HICKORY WATERMAN, IL	60556-0000	815/264-3574	02	IL0190600
KIR * WATSEKA POLICE DEPARTMENT	228 EAST WALNUT WATSEKA, IL	60970-0000	815/432-2433	21	IL0380100
KMO * WAUBONSEE COMMUNITY COLLEGE POLICE DEPT	ROUTE 47 AND HARTER ROAD SUGAR GROVE, IL	60554-0000	708/466-4811	0	IL0451900
AWY LEADS SUP: WAUCONDA POLICE DEPARTMENT LEADS SUP: DEBORAH O'CONNELL	311 SOUTH MAIN STREET WAUCONDA, IL	60084-0000	708/526-2306	D02	IL0492000
KAD LEADS SUP: WAUKEGAN POLICE DEPARTMENT LEADS SUP: DENISE CHRISTIANSON	420 MADISON STREET WAUKEGAN, IL	60085-0000	708/360-9000	D02	IL0492100
KMG * WAVERLY POLICE DEPARTMENT	NORTH PEARL STREET PO BOX 174 WAVERLY, IL	62692-0000	217/435-2351	09	IL0690300
AFW LEADS SUP: WAYNE COUNTY SHERIFF'S OFFICE LEADS SUP: JIM HAMMACK	119 NE 3RD ST PO BOX 446 FAIRFIELD, IL	62837-0000	618/842-6631	D19	IL09600A1
AFL * WAYNE POLICE DEPARTMENT	PO BOX 532 WAYNE, IL	60184-0000	708/584-3031	02	IL0221800
KIR * WELLINGTON POLICE DEPARTMENT	WELLINGTON, IL	60973-0000	815/432-4918	0	IL0381400

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* Non-Terminal Agency: Direct messages to CDC listed.

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AXM *	WENONA POLICE DEPARTMENT	203 NORTH CHESNUT STREET WENONA, IL	815/853-4351	08	IL0620400
XFG	WEST CHICAGO POLICE DEPARTMENT LEADS SUP: FRAN HAAGENSEN	325 SPENCER WEST CHICAGO, IL	708/293-2222	D02	IL0221900
LVE *	WEST CITY POLICE DEPARTMENT	406 SOUTH CENTRAL WEST CITY, IL	618/435-6112	13	IL0280900
TQD *	WEST DUNDEE POLICE DEPARTMENT	555 SOUTH EIGHTH STREET WEST DUNDEE, IL	708/551-3810	02	IL0451700
LVE *	WEST FRANKFORT POLICE DEPARTMENT	CITY HALL 201 EAST NOLEN WEST FRANKFORT, IL	618/932-2525	13	IL0280500
AVH *	WEST SIDE DVA POLICE DEPARTMENT	820 SOUTH DAMON CHICAGO, IL	312/666-6500	03	ILVA00400
AKN	WESTCHESTER POLICE DEPARTMENT LEADS SUP: SGT. SAM PULIA	10240 WEST ROOSEVELT ROAD WESTCHESTER, IL	708/345-0060	D03	IL0166B00
AHM	WESTERN ILLINOIS UNIVERSITY POLICE DEPT LEADS SUP: JAY HAINLINE	MOWBRAY HALL WIU 900 WEST MURRAY ST MACOMB, IL	309/298-1949	D14	IL05505A1
KKA	WESTERN SPRINGS POLICE DEPARTMENT LEADS SUP: JO SOPRON	740 HILLGROVE AVENUE WESTERN SPRINGS, IL	708/246-8540	D04	IL0167BL1
XFO	WESTMONT POLICE DEPARTMENT LEADS SUP: JEFFERY A. DZIATLIK	226 NORTH CASS AVE WESTMONT, IL	708/968-2151	D02	IL02220X1
LNL *	WESTVILLE POLICE DEPARTMENT	201 NORTH STATE WESTVILLE, IL	217/267-2131	10	IL0921200
YFE	WHEATON POLICE DEPARTMENT LEADS SUP: JANET A. BARBEAU	900 W. LIBERTY DR. PO BOX 146 WHEATON, IL	708/260-2161	D02	IL0222100

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* Non-Terminal Agency: Direct messages to CDC listed.

AGENCY NAME DIRECTORY

CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
YGC	WHEELING POLICE DEPARTMENT LEADS SUP: LEE ALLEN RUSSELL	255 WEST DUNDEE ROAD PO BOX V WHEELING, IL	708/459-2632	D03	IL0169BY1
DPV *	WHITE COUNTY SHERIFF'S OFFICE	WHITE COUNTY COURTHOUSE 108 NORTH MAIN CROSS CARM, IL	618/382-5321	19	IL0970000
AQG *	WHITE HALL POLICE DEPARTMENT	CITY HALL 116 EAST SHERMAN WHITE HALL, IL	217/374-2135	18	IL0310400
KWT *	WHITESIDE COUNTY COURT SERVICES	200 EAST KNOX ST MORRISON, IL	815/772-5190	01	IL098013G
KWT	WHITESIDE COUNTY SHERIFF'S OFFICE LEADS SUP: TERI BEALER	WHITESIDE CO COURTHOUSE 400 NORTH CHERRY MORRISON, IL	815/772-4044	D01	IL0980000
WJE	WILL CO SO, VIOLENT CRIME SUPPRESSION LEADS SUP: LT. MARILYN DIXON	OLD EAGLE BUILDING 20 WEST WASHINGTON STREET JOLIET, IL	815/727-9746	D05	IL09900W1
AJE *	WILL COUNTY FOREST PRESERVE	CHERRY HILL ROAD & RT. 52 JOLIET, IL	815/727-8700	05	IL0993000
AJE	WILL COUNTY SHERIFF'S OFFICE LEADS SUP: JOLENE RAHM	2402 LARAWAY ROAD EAST JOLIET, IL	815/727-8575	D05	IL0990000
UJE	WILL COUNTY SHERIFF'S OFFICE CRETE LEADS SUP: LT. MARILYN DIXON	EXCHANGE AVENUE AND KINGS ROAD CRETE, IL	708/672-5316	D05	IL09900U1
XAW	WILL COUNTY STATE'S ATTORNEY LEADS SUP: MARIE GILL	WILL COUNTY COURTHOUSE, ROOM 200 14 WEST JEFFERSON STREET JOLIET, IL	815/727-8453	D05	IL099013A
KHG *	WILLIAMSFIELD POLICE DEPARTMENT	329 EAST MAIN KNOXVILLE, IL	309/289-4091	07	IL0480800
KWQ *	WILLIAMSON COUNTY PROBATION OFFICE	200 WEST JEFFERSON MARION, IL	618/997-6541	13	IL100013G

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
KWQ	WILLIAMSON COUNTY SHERIFF'S OFFICE LEADS SUP: BOB ROBINSON	WILLIAMSON CO COURTHOUSE 200 WEST JEFFERSON STREET MARION, IL	618/997-6541	D13	IL1000000
KWQ *	WILLIAMSON COUNTY STATE'S ATTORNEY	WILLIAMSON CO COURTHOUSE MARION, IL	618/997-1301	13	IL100013A
ZLF *	WILLIAMSVILLE POLICE DEPARTMENT	124 SOUTH WALNUT STREET WILLIAMSVILLE, IL	217/566-3806	09	IL0840800
KBW *	WILLISVILLE POLICE DEPARTMENT	WILLISVILLE, IL	815/987-5800	13	IL0730600
AWP	WILLOW SPRINGS POLICE DEPARTMENT LEADS SUP: ROSEMARY HOLLMAN	8480 ARCHER AVE WILLOW SPRINGS, IL	708/839-2734	D04	IL0161C00
XJQ	WILLOWBROOK POLICE DEPARTMENT LEADS SUP: MARIANNE KOERFER	7760 QUINCY STREET WILLOWBROOK, IL	708/325-2808	D02	IL0223000
YGB	WILMETTE POLICE DEPARTMENT LEADS SUP: FREDERICK J. CLAUSER	710 RIDGE ROAD WILMETTE, IL	708/256-1200	D03	IL0162C00
AWV	WILMINGTON POLICE DEPARTMENT LEADS SUP: PEGGY DANIELS	120 NORTH MAIN PO BOX 235 WILMINGTON, IL	815/476-2811	D05	IL0991400
KMS *	WILSONVILLE POLICE DEPARTMENT	C/O CITY HALL WILSONVILLE, IL	217/835-4411	18	IL0591500
YKW	WINFIELD POLICE DEPARTMENT LEADS SUP: WENDY WHITTEN	27 WEST 463 JEWELL ROAD WINFIELD, IL	708/668-2153	D02	IL0222200
YXK	WINNEBAGO CO E911 CENTRAL DISPATCH CTR LEADS SUP: SGT. STEVE BENNEY	204 SOUTH FIRST STREET ROCKFORD, IL	815/987-5783	D16	IL101023N
IRW	WINNEBAGO COUNTY SHERIFF'S OFFICE LEADS SUP: JEFFREY ANDERSON	WINNEBAGO CO 911 CENTRAL DISPATCH 204 SOUTH FIRST STREET ROCKFORD, IL	815/987-5809	D16	IL1010011

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* Non-Terminal Agency: Direct messages to CDC listed.

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CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
LRW *	WINNEBAGO POLICE DEPARTMENT	110 WEST SUPER WINNEBAGO, IL	815/335-2351	16	IL1010900
YWZ	WINNETKA POLICE DEPARTMENT LEADS SUP: CAMERON P. MURDOCH	410 GREEN BAY ROAD WINNETKA, IL	708/501-6034	D03	IL0163CV1
ATU	WINTHROP HARBOR POLICE DEPARTMENT LEADS SUP: GEORGENE ORTIZ	830 SHERIDAN ROAD WINTHROP HARBOR, IL	708/872-2131	D02	IL0492200
AOH *	WITT POLICE DEPARTMENT	MUNICIPAL BUILDING 31 WEST BROADWAY, P.O. BOX 412 WITT, IL	217/594-7356	18	IL0680500
NHR	WM. RAINEY HARPER COLLEGE PUBLIC SAFETY LEADS SUP: KEVIN KING	1200 WEST ALGONQUIN PALATINE, IL	708/397-8551	D03	IL0169D00
XBI	WOOD DALE POLICE DEPARTMENT LEADS SUP: SUSAN SCIORTINO	404 NORTH WOOD DALE ROAD WOOD DALE, IL	708/766-2060	D02	IL0222300
AWW	WOOD RIVER POLICE DEPARTMENT LEADS SUP: KAYE LORAINE	111 NORTH WOODRIVER AVENUE WOOD RIVER, IL	618/254-8923	D11	IL0601600
LLU *	WOODFORD COUNTY PROBATION OFFICE	WOODFORD CO COURTHOUSE PO BOX 74 EUREKA, IL	309/467-2375	14	IL102013G
LLU	WOODFORD COUNTY SHERIFF'S OFFICE LEADS SUP: JERRY RILEY	111 EAST COURT STREET EUREKA, IL	309/467-2375	D08	IL1020000
LLU *	WOODFORD COUNTY STATE'S ATTORNEY	WOODFORD CO COURTHOUSE PO BOX 205 EUREKA, IL	309/467-3212	08	IL102013A
AHI *	WOODHULL POLICE DEPARTMENT	PO BOX 275 WOODHULL, IL	309/334-2759	07	IL0371100
KIR *	WOODLAND POLICE DEPARTMENT	WOODLAND, IL	000/000-0000	21	IL0381500

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* Non-Terminal Agency: Direct messages to CDC listed.

AGENCY NAME DIRECTORY

CDC	AGENCY NAME	ADDRESS	TELEPHONE NUMBER	ISP DST	ORI
XFC LEADS SUP: PATRICE SIENKO	WOODRIDGE POLICE DEPARTMENT	ONE PLAZA DRIVE WOODRIDGE, IL	708/719-4703	D02	IL0222400
AWX LEADS SUP: CHRISTINE A. KUTZ	WOODSTOCK CITY POLICE DEPARTMENT	121 WEST CALHOUN STREET WOODSTOCK, IL	815/338-2131	D02	IL0561500
AWB * WORDEN POLICE DEPARTMENT		CITY HALL PO BOX 255 WORDEN, IL	618/459-3244	11	IL0602600
XTO LEADS SUP: GLENN ROSE	WORTH POLICE DEPARTMENT	7112 WEST 111TH STREET WORTH, IL	708/448-3979	D04	IL0164CX1
LBU * WYANET POLICE DEPARTMENT		116 NORTH LOCUST WYANET, IL	815/699-2631	17	IL0060800
KHG * YATES CITY POLICE DEPARTMENT		PO BOX 364 YATES CITY, IL	309/358-1358	07	IL0480700
AJK * YORKVILLE POLICE DEPARTMENT		610 TOWER LANE YORKVILLE, IL	708/553-4340	05	IL0470200
NSZ * ZEIGLER POLICE DEPARTMENT		301 CHURCH STREET ZEIGLER, IL	618/596-2351	13	IL0280600
AAB LEADS SUP: LT. GORDON D. OHMSTEAD	ZION POLICE DEPARTMENT	2101 SALEM BOULEVARD ZION, IL	708/872-8000	D02	IL0492300

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AGENCY/CDC DIRECTORY (16)

AGENCY DATA CORRECTION/LEADS SUPERVISOR APPOINTMENT

PRINT OR TYPE INFORMATION - COMPLETE ALL INFORMATION

AGENCY NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

24 HOUR NON EMERGENCY TELEPHONE () _____

CDC _____ ORI _____

The following information is required in order to be in compliance with LEADS Regulations and Policies (LEADS REFERENCE MANUAL, page REGS-29) which states, "Every LEADS terminal agency is required to appoint one employee as its LEADS Supervisor. The name of this person must be submitted to the LEADS Supervisor... Immediately upon the termination or reassignment of the LEADS Supervisor, the Agency Head must appoint and notify the LEADS Administrator of the new LEADS Supervisor."

LEADS SUPERVISOR _____

*AGENCY HEAD SIGNATURE _____ DATE _____

NAME PRINTED _____

TITLE/RANK _____

* MUST BE SIGNED BY THE CHIEF OF POLICE, SHERIFF, DISTRICT COMMANDER OR SUPERINTENDENT. THE SIGNATURE OF THE RECORDS SUPERVISOR, DISPATCHER, COMMUNICATIONS SUPERVISOR, ETC. WILL NOT BE ACCEPTED.

RETURN TO: LEADS USER SERVICES
ILLINOIS STATE POLICE
INFORMATION SERVICES BUREAU
P. O. BOX 19461
ROOM 501, ARMORY BUILDING
SPRINGFIELD, ILLINOIS 62794-9461

Illinois LEADS Reference Manual

AGENCY/CDC DIRECTORY (16)

This form has been provided to enter new LEADS terminal agency information as a supplement to the CDC Directory. When new agencies become operational, they will be announced in the Daily Bulletin and should be entered onto this form until the CDC Directory is updated in the next modification.

[illegible]



DIRECTED MESSAGES
(DIR)

**DIRECTED MESSAGES
(DIR)**

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DIRECTED MESSAGES (17)

Chapter 17

D I R E C T E D M E S S A G E S

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Illinois LEADS Reference Manual

DIRECTED MESSAGES (17)

I. INTRODUCTION

Directed Messages are messages sent from one terminal to another terminal or group of terminals. Messages may be sent to terminals within Illinois via LEADS, or to terminals in other states via LEADS and NLETS. Messages sent to other terminals within Illinois may be formal (formatted) or informal (free-form). Messages sent to terminals in other states must be formal (formatted).

II. PURPOSE

The purpose of this chapter is to present the restrictions, guidelines, and procedures for sending directed messages through LEADS and NLETS. This chapter will explain how to send messages and how to recognize incoming messages. When to use formal (formatted) and informal (free-form) messages will also be discussed in this chapter.

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DIRECTED MESSAGES (17)

III. LEADS AND NLETS DIRECTED MESSAGE RESTRICTIONS & GUIDELINES

LEADS users must abide by specific restrictions and guidelines to maintain the efficiency of LEADS and NLETS. Every time a LEADS (NLETS) user transmits, system time is expended. Messages take a slightly bigger block of computer time than a normal inquiry transmission and are considered more costly. For every "piece" of time used, other users lose time, and therefore could be delayed in transmitting or receiving data crucial to officer or public safety. For this reason, LEADS (NLETS) users must abide by specific message restrictions and guidelines to ensure maximum officer and public safety. In addition to the following restrictions and guidelines, LEADS users must adhere to all related Rules and Regulations (Chapter 30).

A. PROHIBITED MESSAGES -- Do not send a directed message through LEADS or NLETS for any of the following purposes:

1. Conducting Unofficial or Personal Business -- Directed messages may only be sent for official, criminal justice business. At no time may LEADS or NLETS be used to transmit messages related to the personal business of a telecommunicator, officer, or private citizen.
2. Recruiting Personnel -- LEADS/NLETS users may not send messages to recruit potential employees, nor to survey salary, uniforms, etc.
3. Attempt to locate vehicle (breach of trust) without a warrant -- The owner of a vehicle knows who took his vehicle, and will not press charges; he/she simply wants the vehicle back. (No messages in which the owner simply wishes the return of property, but will not sign complaints, may be sent.)
4. Listing Computerized Hot File (CHF) data -- Do not send directed messages that repeat routine information related to stolen vehicles, stolen property, wanted persons, or missing persons that are entered, or should be entered into CHF. If you have the necessary data, make an entry. Do not send a directed message.
5. Requesting Criminal History Record Information -- It is not permissible to request CHRI via directed message. Requests for such data must be made in the applicable formats (refer to Volume 2, Criminal Histories for more information).
6. Transmitting a subpoena -- Subpoenas may not be transmitted from one terminal to another terminal(s) via LEADS (NLETS) directed message.

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DIRECTED MESSAGES (17)

III.A. PROHIBITED MESSAGES (Continued)

7. Social Announcements -- Holiday greetings, and other social announcements (retirements, births, etc.) may not be sent through LEADS or NLETS.
8. Excessively Lengthy Messages -- Messages sent via LEADS and NLETS should generally be kept as brief as possible.
9. Political Issues and Meetings -- No messages may be sent via LEADS or NLETS that relate to the support or opposition of a political issue. Messages that relate to political announcements or meetings are also prohibited.
10. Labor Management Issues and Meetings -- No messages may be sent via LEADS or NLETS that support or oppose labor management issues. Messages regarding labor management announcements and meetings are also prohibited.
11. Legislative Bills -- Messages in support or opposition of a legislative bill are prohibited by LEADS and NLETS.
12. Advertising Sale of Equipment -- Messages advertising the sale of equipment may not be sent through LEADS or NLETS.
13. Soliciting Funds -- Messages sent to solicit funds for any cause are prohibited by LEADS and NLETS.
14. Training Messages -- Messages containing a company name that announce training sessions may only be sent through LEADS or NLETS if the company is not-for-profit and is providing a direct service for law enforcement. Training messages of any type (profit or not-for-profit organizations) may not be sent statewide (LUUU). Alternate means of advertising training sessions (trade magazines, newsletters, etc.) should be used.
15. Attempt to Locate -- LEADS: This kind of message is used to locate persons travelling to notify them of a genuine emergency. Bonafide emergencies include death in the family, serious family illness, or personal danger. These messages should be sent only to agencies along the expected route of travel and that route should be contained within the message. The term "attempt-to-locate" does not pertain to persons wanted on warrant and thou shalt not use it in wanted/warrant related messages.
-- NLETS: Attempt to Locate messages are prohibited by NLETS.
16. Requesting Positive Reply Only -- Users may not send messages requesting a records or wanted check that requests the recipient reply only if the check is positive.
17. Sexually Explicit -- Messages containing graphic details of criminal sex offenses are prohibited by LEADS. Messages relating to occurrence of a criminal sexual offense should consist of general, non-explicit details. Agencies requiring more specific information may contact the sending agency by telephone.

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DIRECTED MESSAGES (17)

III. USAGE, RESTRICTIONS & GUIDELINES (Continued)

B. RESTRICTIONS AND GUIDELINES

The following points should be considered before sending a directed message to another terminal(s).

1. Message Content -- Prior to transmitting a directed message, the sending operator must edit the content. The message should be complete and accurate. Determine if all pertinent data has been included. The message should be worded clearly to ensure the recipient will understand your intent and if any specific action is required on their part. Eliminate any data that is not necessary; that could confuse the reader. A good message is brief, complete, accurate, and clearly worded.
2. Warning of Danger -- If it is believed there may be danger involved in acting on your message, the reason for caution must be stated as the first item of the text.
3. Formal and Informal Structure -- LEADS: Formal structure should be used for the majority of messages sent. Informal structure is limited to one or two line informational messages from one terminal to another.
-- NLETS: Only formal structure is allowed by NLETS.
4. Message Length -- All directed messages should be brief and to the point. Editing should occur prior to sending to ensure unnecessary data is eliminated.
5. Codes and Jargon -- Other than "10-27", "10-28", and "10-29", ten codes may not be used in formal directed messages. The use of codes can confuse the reader because not all agencies use the same codes. Likewise, jargon common only to your agency may confuse another agency. Informal messages may contain codes and jargon common within your department only if you are certain the recipient will understand.

Sending messages with any type of codes (including 10-27, 10-28, etc.) via NLETS is highly discouraged.

6. Abbreviations -- Formal messages may contain only the abbreviations provided in this chapter (DIR-28). If you are certain that the recipient of an informal message will understand, unlisted abbreviations may be used.
7. Death Announcements -- LEADS ONLY. Messages announcing the death of law enforcement personnel are permissible, but distribution should be limited to the immediate surrounding area.
8. Forcible Felony -- A message related to a forcible felony may be transmitted state-wide within one hour of occurrence if a vehicle description is included, and if your agency has reason to believe the suspect(s) will be travelling through a significant portion of the state. Normally, a message to the immediate surrounding area will suffice. If no vehicle description is included, the message may not be sent statewide.

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DIRECTED MESSAGES (17)

IV. SENDING DIRECTED MESSAGES TO ILLINOIS AGENCIES THROUGH LEADS

Messages sent through LEADS may be informal (free-form), or formal (formatted). The majority of messages sent should be formal. Informal messages should be used when sending a one or two line request for information (road construction status, weather conditions, etc.), or a brief response to a received informal message. Both formal and informal messages must be criminal justice related and must satisfy at least one of the following purposes:

- * serves as a response to a message received from another criminal justice agency;
- * provides information to another agency or agencies;
- * requests information from or action by another agency or group of agencies;
- * relates to information regarding LEADS terminals, procedures, training, or quality control needs;
- * relates to information regarding another criminal justice system's procedures, training, or quality control needs.

A. CONSTRUCTING AN INFORMAL DIRECTED MESSAGE -- An informal message must contain a message key and text. A signature (department name) should also be included if the message is being sent to an agency that would not immediately recognize your CDC.

1. Free-form Structure -- To send a free-form message, you must be in a free-form area. If you have a format on your screen, you may use the lines above the format, or you may press the appropriate key to get a screen of lines.
2. Message Key -- The message key for an informal message is simply the number 3 followed by the CDC you are sending the message to. A space followed by a period should be placed after the last letter of the CDC. Your message key should look like this: **3AMK .** If you need to obtain the CDC of an agency, you may make an ADMQ inquiry (for additional information about ADMQ inquiries, refer to the CDC chapter).

If you are sending your informal message to more than one agency (which should be rare), you must allow one space between each CDC (maximum of 14 CDC's) and conclude the line with a space followed by a period. Your message key line would look like this:

3TPB PPC DPN .

If you wish to get a copy of your message that contains the computer date and time, you must include your own CDC in the message key.

DIRECTED MESSAGES (17)

3. Text -- The text may begin after the period in the message key. You should use the appropriate punctuation to avoid confusion by the reader.
4. Signature -- If you are sending the message to a department that will not immediately recognize your CDC, you must "sign" the message with your department name. Standard signature construction is required.

[illegible]

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DIRECTED MESSAGES (17)

IV.B. LEADS FORMAL DIRECTED MESSAGES (Continued)

2. M/ -- is an optional field your agency may use to track or reference with case numbers, car numbers, etc.
3. ADM I . -- acts as your message key, the "I" tells the computer the message is directed to an Illinois agency (the "I" would be changed to an "N" if sending out-of-state). This message key must be followed by a CDC, or group of CDC's. (See page DIR-15 for more information.)
4. MSG NR: -- is a mandatory field that is usually completed with a message logging number or case number. Your CDC will be automatically inserted immediately before the number after you transmit. It is recommended that the message number field begin with a hyphen to make the message number easier to read. The message number would then appear as CDC-123 after transmitting.
5. ADDR/ -- will be completed for you by the computer. If you are sending to an agency that relies on another agency for computer service, you must fill this field in with the appropriate receiving agency's name. (See page DIR-17 for additional information.)
6. ATTN: -- is an optional field used to direct the message to a specific person or division at the agency you are sending to.
7. INT/ -- is a required field that must contain the sending operator's initials or two-digit number.
8. ORA/ -- will be completed by the computer for you. If you are sending a message on behalf of another agency, you must complete it with their signature (name), using standard signature structure. (See page DIR-6 for details.)
9. AUTH: -- is an optional field that should contain the name of the person from your agency authorizing the message.
10. TEXT/ -- is the "body" of your message. Text should be clear, to the point, and contain the appropriate punctuation. (See page DIR-23 for details.)
11. PUNCTUATION -- The only field that punctuation may be used in is TEXT. Punctuation used in any other field will cause a reject.

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DIRECTED MESSAGES (17)

V. SENDING DIRECTED MESSAGES TO OUT-OF-STATE AGENCIES THROUGH NLETS

Messages sent through NLETS must always be formal (formatted). All messages sent to other agencies in other states must satisfy one of the following purposes:

- * serves as a response to a message received from another criminal justice agency;
- * provides information to another agency or agencies;
- * requests information from or action by another agency or group of agencies;
- * relates to information regarding NLETS procedures, or quality control needs;
- * relates to the receiving state's record coding, laws, etc.

A. SENDING INFORMAL MESSAGES VIA NLETS -- Informal messages may not be sent via NLETS. All messages must be formatted (formal).

B. NLETS FORMAL DIRECTED MESSAGES -- As with a LEADS formal directed message, both the sending and receiving agencies should retain a copy of the message in a Sent or Received Message file. This allows both agencies to retrieve the message should justification for any action taken based on the content be required. Any related reference material or other documentation should also be retained with the message.

LEADS will automatically attach the date and time (indicating the time zone) to your message before passing it on to NLETS.

1. Constructing an NLETS Message -- To send an NLETS message, you will use the same message format, LFR.ADM. (See page DIR-11 for a sample format.) When constructing an NLETS message, you will complete the format a little differently. The following points discuss only the fields that would be completed differently than when sending a LEADS message. All other fields will be completed as discussed in IV.B. LEADS FORMAL DIRECTED MESSAGES.
2. ADM I . -- When sending an NLETS message, the "I" must be changed to an "N". To do this, you must "back-into" the field. This tells the computer your message is going out of state. After changing the "I" to an "N", the field line must be completed with a two-letter state code(s), an ORI(s), or a region code(s). See page DIR-15 & -16 for details.

Illinois LEADS Reference Manual

DIRECTED MESSAGES (17)

V.B. NLETS FORMAL DIRECTED MESSAGES (Continued)

3. ADDR/ -- When sending a LEADS message, the computer automatically fills in the address for you by translating the CDC. When sending an NLETS message, you must complete this field because the computer is not programmed to translate every ORI in the United States. Simply type in the name (include type and state) of the destination agency as shown below:

ADDR/PD BRISTOL VA

ADDR/SO WASHINGTON CO TN

ADDR/INDIANA STATE POLICE LOWELL

(OPPOSITE SIDE BLANK)

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VI. SAMPLE DIRECTED MESSAGE FORMAT COMPLETION

A. LEADS FORMAL DIRECTED MESSAGE SAMPLE COMPLETION

You are a telecommunicator at the Rock Island County Sheriff's Department with the initials of TW. Sergeant Imtheboss has instructed you to send a message to Tinley Park Police Department requesting a last known address in Tinley Park on subject Aye A. Crook, a white male born August 29, 1957. Sergeant Imtheboss is conducting a Deceptive Practice investigation involving Aye A. Crook whom he believes recently lived in Tinley Park. Your next message log number is 238.

M/ _____ .ADM I . ACN _____
MSG NR: -238 ADDR/ _____
ATTN: _____ INT/ TW
ORA/ _____ AUTH: SGT IMTHEBOSS
TEXT/ REQUEST LAST KNOWN ADDRESS

SUBJECT: AYE A CROOK M/W DOB/082957.

SUBJECT UNDER INVESTIGATION FOR DECEPTIVE PRACTICE. CROOK MAY
HAVE RECENTLY LIVED IN YOUR CITY.

Illinois LEADS Reference Manual

DIRECTED MESSAGES (17)

VI. SAMPLE DIRECTED MESSAGE FORMAT COMPLETION (Continued)

B. NLETS FORMAL DIRECTED MESSAGE FORMAT SAMPLE COMPLETION

You are a telecommunicator at Berwyn Police Department with the initials of TW. Detective Gadget has been notified by an informant that a branch of the Hell's Angel's motorcycle gang is planning to avenge the death of a member shot by police in Indiana. Detective Gadget was unable to obtain any specific area in Indiana, but has learned that the gang consists of 25-30 members. He is requesting you notify the Indiana authorities. Your next message number is 639.

M/ _____ .ADM N . IN
MSG NR: -639 ADDR/ INDIANA CONTROL POINT
ATTN: REQUEST OFFICER SAFETY BROADCAST INT/ TW
ORA/ _____ AUTH: DETECTIVE GADGET
TEXT/ OFFICER SAFETY INFORMATION

THIS DEPARTMENT HAS BEEN NOTIFIED THAT A BRANCH OF THE HELL'S
ANGEL'S (25-30 MEMBERS) IS PLANNING TO AVENGE THE DEATH OF A
MEMBER SHOT BY POLICE IN INDIANA.

ADDITIONAL INFORMATION WILL BE FORWARDED AS DEVELOPED.

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DIRECTED MESSAGES (17)

VII. FIELD DESCRIPTIONS AND CODES

A. FIELD DETAILS

The following pages provide a detailed description and specifications for data fields found in the directed message format.

B. SUMMARY/INDEX

On the opposite side of this card is a summary and index for the data fields used in a directed message format.

C. CODES

No codes are used in a directed message format.

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FORMAT DIRECTED MESSAGE DATA FIELD SUMMARY/INDEX

FORMAT DIRECTED MESSAGE DATA FIELD SUMMARY/INDEX

FIELD NAME	FIELD CODE	PAGE # FOR DETAILS	NO. OF POSITIONS	CHARACTER TYPES ALLOWED	REQUIRED FOR SEND. MESSAGES	REQUIRED FOR INQUIRY TRANSLATION
Miscellaneous	M/	14	to 15	L,N,P	No	No
Message Key	None	15	1,4	L	Yes	Yes
	CDC*	16	3	L	**	Yes
	ORI*	16	to 34	L,N	**	Yes
	ORA*	16	to 34	L	N/A	Yes
Message Number	MSG NR	17	to 6	L,N,P	Yes	No
Address	ADDR	18	to 42	L	No	No
Attention	ATTN	19	to 49	L,N,P	No	No
Initials	INT	20	2	L,N	Yes	No
Originating Authority's Agency Name	ORA	21	to 25	L	NO***	No
Authority	AUTH	22	to 25	L	No	No
Text	TEXT	23	(to 13 lines) to 812	L,N,P	Yes	No

(1) L = Letters A through Z. N = Numerals 0 through 9.
P = Certain punctuation marks and special characters.

* Actual Field Code is only used in inquiry translations.

** The actual CDC or ORI is required to identify the agency to which a message is being sent, but the Field Code is not required.

*** Computer automatically inserts the sending terminal agency's CDC translation into the ORA Field.

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DIRECTED MESSAGES (17)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Miscellaneous
- B. FIELD CODE: M/
- C. FIELD LENGTH: Up to 15 positions.
- D. CHARACTER TYPE(S) ALLOWED: All characters except the period.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional, but M/ Field must be used when replying to a message which contained an M/ Field. Your reply should duplicate the M/ Field of the incoming message, character for character.
- J. PURPOSE AND USAGE: To be used for initials, a badge or car number, or some other data to serve as a reference on the hard copy for your files. Or, if a reply is expected, M/ Field data is helpful for routing purposes.
- K. ALLOWABLE DATA AND EDITS:
- Edits -- First position must contain data if field is used. Use of period (.) results in "SYS2" reject.

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DIRECTED MESSAGES (17)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Message Key
- B. FIELD CODE: None
- C. FIELD LENGTH: 1 to 4 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha or numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- | <u>ADDED?</u> | N/A | <u>CHANGED?</u> | N/A | <u>DELETED?</u> | N/A |
|---------------|-----|-----------------|-----|-----------------|-----|
|---------------|-----|-----------------|-----|-----------------|-----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To tell the computer:
1. That you are sending a message, or....
 2. that you wish to make an ADMQ inquiry.
 3. Where you are sending to; another Illinois agency, or....
 4. an out-of-state agency.

K. ALLOWABLE DATA AND EDITS:

The message key "I" is automatically provided in the LFR.ADM. format. The "I" tells the computer you are sending to another Illinois agency. You must complete the line with a CDC or Broadcast code (see the CDC chapter for details about CDCs or Broadcast codes).

If you wish to send a message to an agency in another state, you must "back into" the "I" and change it to an "N". The line must then be completed with an ORI, two-letter state code, or region code (see the CDC chapter for information about ORIs, State Codes, and Region Codes).

To make an ADMQ inquiry (see the CDC chapter), you must back into the "I" and change it to a "Q" to tell the computer you wish to make an inquiry.

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DIRECTED MESSAGES (17)

FIELD DESCRIPTION

- A. FIELD NAME: CDC/ORI/ORA
- B. FIELD CODE: The field codes CDC, ORI and ORA are used in inquiry translations. (See the CDC chapter for details on ADMQ inquiries.)
- C. FIELD LENGTH: Up to 34 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic, numeric, and the space.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To identify the agency to which a message is being sent or to identify the CDC, ORI or ORA for which a translation inquiry has been made.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data --
1. May use maximum of eight CDC's with one space between each CDC.
 2. Three ORI's may be used with a space between each ORI.
 3. Broadcast codes are allowed.
 4. A combination of two-character state codes and nine-character ORI's are allowed.
- Edits -- Use of characters not allowed results in various types of reject messages.
- L. NOTES: One automatic copy is returned to the sending terminal without the inclusion of a CDC or ORI. You may obtain additional copies (up to 9) by typing "C=x" in the first three positions of a message directed to another Illinois agency. The "x" must be any number from 2 through 9. For example, to obtain 5 copies, type C=5.

You will automatically receive 1 copy of a message sent out-of-state. To receive additional copies, you must type in your own ORI.

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DIRECTED MESSAGES (17)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Message Number
- B. FIELD CODE: MSG NR
- C. FIELD LENGTH: Up to 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha, numeric, and some special characters.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Assigns a number that may be used by both the sending and receiving agencies for easy retrieval and reference.
- K. ALLOWABLE DATA AND EDITS:
- The period (.) is not allowed.
- L. NOTES:
1. The computer will automatically insert the sending terminals CDC in front of the message number as additional identification.
 2. It is recommended that the sending agency begin completion of this field with a hyphen to make the message number easy to read.

SAMPLE MESSAGE NUMBER WITH NO HYPHEN: CDC3479

SAMPLE MESSAGE NUMBER WITH HYPHEN: CDC-3479

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DIRECTED MESSAGES (17)

FIELD DESCRIPTION

- A. FIELD NAME: Address
- B. FIELD CODE: ADDR
- C. FIELD LENGTH: Up to 42 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic characters and the space.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Varies. Optional when CDC's are used; required when ORI's are used. Not used in inquiry translations.
- J. PURPOSE AND USAGE: Identifies the destination agency.
- K. ALLOWABLE DATA AND EDITS:
- Edits -- The period (.) is not allowed.
- L. NOTES:
1. The computer automatically translates all CDC's in the CDC/ORI Field and inserts that translation in the Address Field.
 2. The automatic addressing function is eliminated when data is keyed in the Address Field.
 3. If sending to an agency that does not have their own computer and relies on another agency for their messages, you must complete this field to ensure the message is forwarded to the proper agency.
 4. If sending out-of-state, this field must be completed, or you will get a reject.

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DIRECTED MESSAGES (17)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Attention
- B. FIELD CODE: ATTN
- C. FIELD LENGTH: Up to 49 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha, numeric, and some special characters.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: Allows the sending agency to direct their message to a specific person or division within the receiving agency.
- K. ALLOWABLE DATA AND EDITS:
- The period (.) is not allowed.
- L. NOTES:

SAMPLE FIELD COMPLETION:

ATTN/ SGT BILL IONAIRE

ATTN/ WARRANT DIVISION

Illinois LEADS Reference Manual

DIRECTED MESSAGES (17)

FIELD DESCRIPTION

- A. FIELD NAME: Initials
- B. FIELD CODE: INT
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Identifies the sending computer operator by initials or two-digit badge number.
- K. ALLOWABLE DATA AND EDITS:
- The period (.) is not allowed.
- L. NOTES:

SAMPLE FIELD COMPLETION:

INT/TW

INT/23

F I E L D D E S C R I P T I O N

NOTE: Information provided here about the ORA Field pertains to sending a directed message using the format and not to inquiring for translation of an ORA.

- A. FIELD NAME: Originating Authority's Agency Name
- B. FIELD CODE: ORA
- C. FIELD LENGTH: Up to 25 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To identify the authority and/or sending agency.
- K. ALLOWABLE DATA AND EDITS:
- L. NOTES:
1. Computer automatically inserts the sending terminal agency's CDC translation into the ORA Field.
 2. Automatic signature for the ORA Field is eliminated when data is keyed into the ORA Field.
 3. If you are sending a message on behalf of another agency, you must complete this field with their ORA in the appropriate signature structure.

See DIR-6 for signature structure.

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F I E L D D E S C R I P T I O N

- A. FIELD NAME: Authority
- B. FIELD CODE: AUTH
- C. FIELD LENGTH: Up to 25 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: Identifies the person or division authorizing the message.
- K. ALLOWABLE DATA AND EDITS:
- The period (.) is not allowed.
- L. NOTES:

SAMPLE FIELD COMPLETION:

AUTH/ CHIEF I M BOSSE

AUTH/ SGT BUCK SAVAGE

AUTH/ DETECTIVE DIVISION

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F I E L D D E S C R I P T I O N

- A. FIELD NAME: Text
- B. FIELD CODE: TEXT
- C. FIELD LENGTH: Up to 13 lines (812 positions).
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic, numeric, and all special characters.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Required when sending a directed message; not used for inquiry translation.
- J. PURPOSE AND USAGE: The narrative portion of the message which contains the subject and details of the message being communicated.
- K. ALLOWABLE DATA AND EDITS:
- L. NOTES:
1. The first line must be used to indicate caution if applicable.
 2. One of the first lines of the Text Field should be used for reference, if applicable. Example: "REF. MSG NR: ACT-97 012692".
 3. Applicable punctuation must be used.
 4. Additional lines may not be added by the use of the ADM MSG key.

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DIRECTED MESSAGES (17)

VIII. RECEIVED DIRECTED MESSAGE INTERPRETATION

Directed messages that you receive at your terminal from other agencies look much like a message you would send except for the Message Key line. In a LEADS message, the computer will insert the date and time between the Message Key (3) and the first CDC. In an NLETS message, the computer will indicate the receiving terminal's CDC, the time and date, and the ORI of the sending agency.

A. RECEIVED LEADS DIRECTED MESSAGES

1. Received LEADS Directed Message With No M/ Field

SAMPLE MESSAGE TYPED BY SENDER:

3KQC ZPB .
MSG NR ZPB-765

SAMPLE MESSAGE RECEIVED AT DESTINATION:

Line (a) 3ZPB 101192 15.35.06KQC ZPB .
Line (b)
Line (c) MSG NR ZPB-765

Interpretation:

- Line (a) -- 3 is the Message Key for a Directed Message.
-- ZPB is the sending terminal's CDC, inserted by LEADS.
-- 101192 15.35.06 is the date and time (24hr clock, hour, minutes, seconds). This is the time LEADS was ready to send the message to the destination. Unless your, or the destination terminal was down, or a communications line was down, it usually only takes a few seconds for the message to leave your terminal and arrive at the receiving terminal.
-- KQC ZPB are the destination CDC's as typed after the 3 by the sending terminal.
- Line (b) -- LEADS always inserts one blank line after the Message Key line.
- Line (c) -- Is the Message Number exactly as typed by the sending terminal. The rest of the message will appear exactly as typed.

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VIII.A. RECEIVED LEADS DIRECTED MESSAGES (Continued)

2. Received LEADS Directed Message With M/ Field

SAMPLE MESSAGE TYPED BY SENDER:

M/ID 372.3AAA ZAB KCX .
MSG NR AJH-1298

SAMPLE MESSAGE RECEIVED AT DESTINATION:

Line (a) M/ID 372.3AJH 111292 21.59.47AAA ZAB KCX .
Line (b)
Line (c) MSG NR AJH-1298

This message was sent by AJA to three terminals; AAA, ZAB, and KCX. The message was sent at 9:59 and 47 seconds PM on November 12, 1992. The difference between a message with an M/ field and a message without an M/ field is visible on Line (a). The M/ field with the data typed in it is inserted before the Message Key (3). The remainder of the message is the same as a message containing no M/ field.

B. RECEIVED NLETS DIRECTED MESSAGES

1. Received NLETS Directed Message With No M/ Field

SAMPLE RECEIVED NLETS MESSAGE:

Line (a) TPB 23.26.02 02/02/92 COSCP0300
Line (b) IL016XY00
Line (c)
Line (d) 02-00041 CSP COLORADO SPRINGS CO 020292
Line (e) TO ILLINOIS STATE POLICE CRESTWOOD

Keep in mind that NLETS messages will differ in appearance because all states have different computer systems. The above example reflects how the beginning of many received NLETS messages will look.

Interpretation:

Line (a) -- lists the receiving agency's LEADS CDC
-- indicates the time (24 hr clock) and date
-- lists the ORI of the sending agency

Line (b) -- lists the receiving agency's ORI

Line (c) -- is always blank

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VIII.B.1. Received NLETS Directed Message With No M/ Field (Continued)

Line (d) -- starts with the sending agency's message number
-- lists the ORA (name) of the sending agency
-- concludes with the date

Line (e) -- is comparable to our "ADDR" field; is the ORA (name) of the receiving agency

2. Received NLETS Directed Message With M/ Field

SAMPLE RECEIVED NLETS MESSAGE:

Line (a) M/SP00011711
Line (b) TPB 00.12.02 02/02/92 VAVSP0100
Line (c) IL016XY00
Line (d)
Line (e) 90-1437 VIRGINIA STATE POLICE - RICHMOND 020292
Line (f) TO ISP CRESTWOOD IL

The only difference between an NLETS message with an M/ field, and one without is that the M/ field and its contents will appear as the first line. The remainder of the lines will be the same as a message received that does not have an M/ field.

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IX. REJECTS

- A. INCORRECT CDC (SYS10) -- When a message is transmitted and the message key includes an invalid CDC or Broadcast Key, the entire message is returned to the sending terminal followed by a reject note. Each incorrect CDC will be "flagged" by an asterisk in the third position. If the first CDC (following the 3) is flagged, it means no one received the message. However, if the first CDC is not flagged, the message has been delivered to all unflagged CDC's.

1. Example of Rejected Message

Original Message Key Line: 3ABC KQC 12345 AYA
Returned Message Key Line: 3KZY 100492 15.31.15AB* KQC 12*45 AY*.
Entire Message:
Reject Note: SYS10 INVALID DIRECTED MSG DESTINATION

2. Analysis of Errors -- In the example above, three asterisks appear in the Returned Header indicating that there are three errors.

- a. AB* is an error because there is no such CDC as ABC.
- b. 12*45 is invalid because there are no numeric CDC's and a CDC cannot be greater than four positions.
- c. AYA is a valid CDC, but it is flagged because the space was omitted between AYA and the period.
- d. KQC, although it is a correct CDC and not flagged, will not receive the message because the first CDC listed (ABC) was invalid.

3. Corrective Action

- a. When First CDC Is Flagged -- Correct all flagged CDC's and resend the message to all destinations. (This is the necessary action in the example above.)
- b. When First CDC Is Not Flagged -- Correct all flagged CDC's and resend only to the corrected destinations.

- B. TOO MANY FREE-FORM DESTINATIONS (SYS11) -- When the Header includes more than 14 total CDC's and Broadcast Keys, the entire message is returned to the sending terminal preceded by the following reject note:

SYS11 DESTINATIONS EXCEED MAX ALLOWED

The computer has delivered the message to the first 14 CDC's (assuming all were valid) and has inserted a period after the 14th CDC. You must resend the message to all CDC's following the computer-inserted period.

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X. SEARCHING THE LEADS MESSAGE LOG

- A. WHAT IS LOGGED -- A portion of every message is automatically logged as soon as it reaches the LEADS computer and again as it leaves the computer for the destination terminal(s). The log can be searched off-line by time, date, sending CDC and destination CDC to retrieve one particular message or any number of messages. The number of characters that can be retrieved depends upon how much time has elapsed between the date that the message was sent and the date that the log is searched. The character counts given below always begin with the M/, if sent, or the '3' of the Message Key. The counts include every character, space, punctuation mark, carriage return and line feed. A carriage return and a line feed each count as one character.

<u>WHEN LOG SEARCH IS REQUESTED</u>	<u>CHARACTERS AVAILABLE</u>
After 30 days, but within 2 years of transmission	66
Within 30 days of message transmission	136
In <u>advance</u> of the message being transmitted	256

- B. HOW TO REQUEST A SEARCH -- Send a directed message to terminal KQC addressed, ATTN STATISTICAL GROUP. Give the details and reason for the search being requested. Also, include the name and telephone number of the person or section making the request. This will expedite the search in the event that additional information is needed. Remember that KQC is only manned Monday through Friday (except holidays) from 8:30 to 16:30. Requests received when the terminal is not manned will be processed on the next working day. Search results are generally available within 24 hours of the time that the LEADS Staff begins to process the request. However, the time required to handle a given search may run well beyond 24 hours, depending on the nature or complexity of the request and the span of time (number of logged messages) involved.

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TELECOMMUNICATIONS ABBREVIATIONS

ADM	ADMinistration	LIC	LIcense
ADV	ADVise	LIEUT	LIEUTenant
AKA	alias name; Also Known As	LT	Lieutenant
ATL	Attempt To Locate	M	Male
ATTN	ATTention	MED	MEDium
AUTH	AUTHority	MSG	MeSsaGe
AWOL	Absent WithOut Leave	NATB	National Auto Theft Bureau
BLK	BLack	NCIC	National Crime Information Center
BLU	BLUe	NOEX	NO EXtradition
BRO	BROwn	NR	Number
CAPT	CAPTain	OCA	Originating agency CAse number
CDC	Call Directing Code	OFC	OFFiCer
CDT	Central Daylight Time	OLN	motor vehicle Operator's License Number
COL	COLumn, COLonel	OPR	OPerator
COMM	COMMissioner; COMMander; COMMunications	ORI	ORIGinating agency
COMP	COMPLexion	PD	Police Department
CPL	CorPoraL	PTL	PaTroLman
CST	Central Standard Time	REF	REFErence; REFEr to message
CXL	CanceL	RT	RouTe
DATA	information and stolen	SER	SERial
DEPT	DEParTment	SGT	SerGeant
DEP	DEPuty	SHF	SHERiff
DET	DETECTive	SO	Sheriff's Office
DIR	DIREctor	SP	State Police
DISP	DISPosition	SUBJ	SUBJect
DK	DarK	SUPT	SUPERinTendent
DL	Drivers License	TMP	TeMPorary
DMV	Dept. of Motor Vehicles	TPR	TrooPeR
DOA	Dead On Arrival	TWP	ToWnshiP
DOB	Date Of Birth	TX	Telephone
DUI	Driving Under the Influence	UFAC	Unlawful Flight to Avoid Confinement
ENRT	ENRouTe	UFAP	Unlawful Flight to Avoid Prosecution
ETA	Estimated Time of Arrival	UFAT	Unlawful Flight to Avoid giving Testimony
EXTR	EXTRadition; EXTRadite	VEH	VEHicle
F	Female	VIN	Vehicle Identification Number
FBI	Federal Bureau of Investigation	WHI	WHItE
FPC	FingerPrint Classification	WX	Weather
GRN	GReeN	YEL	YELlow
HP	Highway Patrol		
ID	IDentification		
INSP	INSPECTor		

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DIRECTED MESSAGES (17)

TELECOMMUNICATIONS ABBREVIATIONS

ADM	ADMinistration	LIEUT	LIEUTenant
ADV	ADVise	LT	Lieutenant
AKA	alias name; Also Known As	M	Male
ATL	Attempt To Locate	MED	MEDium
ATTN	ATTention	MSG	MeSsaGe
AUTH	AUTHority	NATB	National Auto Theft Bureau
AWOL	Absent WithOut Leave	NCIC	National Crime Information Center
BLK	BLack	NOEX	NO EXtradition
BLU	BLUe	NR	NumbeR
BRO	BROwn	OCA	Originating agency CAse number
CAPT	CAPTain	OFR	Officer
CDC	Call Directing Code	OLN	motor vehicle Operator's License Number
CDT	Central Daylight Time	OPR	OPeratoR
COL	COLumn, COLonel	ORI	ORiginating agency
COMM	COMMissioner; COMMander; COMMunications	PD	Police Department
COMP	COMPlexion	PTL	PaTroLman
CPL	CorPoraL	REF	REference; REfer to message
CST	Central Standard Time	RT	RouTe
CXL	CanceL	SER	SERial
DATA	information and stolen	SGT	SerGeant
DEPT	DEParTment	SHF	SHeriFf
DEPY	DEPutY	SO	Sheriff's Office
DET	DETective	SP	State Police
DIR	DIRector	SUBJ	SUBJect
DISP	DISPosition	SUPT	SUPERintendent
DK	DarK	TMP	TeMPorary
DL	Drivers License	TPR	TrooPeR
DMV	Dept. of Motor Vehicles	TWF	Transportation Will be Furnished
DOA	Dead On Arrival	TWP	ToWnshiP
DOB	Date Of Birth	TX	Telephone
DUI	Driving Under the Influence	UFAC	Unlawful Flight to Avoid Confinement
ENRT	ENRouTe	UFAP	Unlawful Flight to Avoid Prosecution
ETA	Estimated Time of Arrival	UFAT	Unlawful Flight to Avoid giving Testimony
EXTR	EXTRadition; EXTRadite	VEH	VEHicle
F	Female	VIN	Vehicle Identification Number
FBI	Federal Bureau of Investigation	WHI	WHite
FPC	FingerPrint Classification	WX	Weather
GRN	GReeN	YEL	YELlow
HP	Highway Patrol		
ID	IDentification		
INSPR	INSpectoR		
LIC	LICense		

N LETS

N LETS

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Chapter 18

N L E T S

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I. INTRODUCTION

This chapter defines the National Law Enforcement Telecommunications System (NLETS) and the capabilities provided to LEADS users via NLETS. NLETS is the computer system that allows Illinois agencies to communicate with agencies in other states and countries. This chapter will discuss how this communication occurs. Additionally, the type of agencies which are interfaced (linked) with NLETS will be presented.

II. WHAT IS NLETS?

A. NLETS DEFINED -- NLETS is simply a high-speed message switching, or routing computer system created for and dedicated to the United States criminal justice community. Its job is to provide computerized exchange of criminal justice information between agencies all over the country. When you send a vehicle registration check to California, it is NLETS job to get the message routed there. NLETS is also responsible for providing the ability to communicate with Canadian agencies and, through INTERPOL, with other countries.

B. NLETS MANAGEMENT -- NLETS is actually a corporation under the laws of the State of Delaware and is a non-profit organization. To ensure balanced interstate communication, the NLETS organization consists of eight regions. Each region contains seven or eight states to create a "community interest" system. Regions are represented in the corporation by a Chairman and Vice-Chairman who are elected annually. Every region has a representative from each state; who may be elected into the Chairman or Vice-Chairman positions. The Chairman from a region represents his/her group of states on the Board of Directors.

The Board of Directors meets at least once a year to discuss operational improvements, establish policy, and other organizational business. The Board also appoints an Executive Director to manage the day-to-day operation of NLETS. The Executive Director is also responsible for ensuring that the decisions on system operational matters are carried out.

C. NLETS RULES AND REGULATIONS -- Any information received via NLETS, such as vehicle registration data, CHRI, driver's data, aircraft registration, etc. is to be used for criminal justice purposes only. Personal use is prohibited. LEADS users must adhere to regulations related to NLETS data as stated in Chapter 30, LEADS Rules and Regulations. Restrictions and guidelines related to directed messages are provided in the Directed Message chapter.

III. HOW DOES NLETS WORK?

- A. NLETS COMPUTER EQUIPMENT -- The NLETS computer is located at the Arizona Department of Public Safety in Phoenix, Arizona. Each state, or user agency connects to NLETS with one computer data line from the state capitol city to Phoenix. This allows the NLETS computer to route, or switch, a message from one line, to another. In addition to incoming lines from each state, NLETS has lines that connect to specific federal agencies, Canada, and Interpol.
- B. STATE INTERFACE -- The line tying a state to NLETS connects to the state computer system (in our case, LEADS). This connection branches off to access vehicle registration and driver's license files. The line also branches off to the directed message capability. Through the single NLETS line, a Texas agency may obtain Illinois vehicle registration, driver's license information, or CHRI and is able to send messages to Illinois agencies.
- C. HOW MESSAGES ARE ROUTED -- When you inquire on a license plate from another state, for example Ohio, your inquiry goes from your terminal to the LEADS terminal in Springfield. LEADS takes your inquiry and transfers it to the NLETS line. Now your inquiry is on its way to Phoenix, Arizona. NLETS receives the inquiry, determines it should be routed to Ohio, and sends it through the line connected to Ohio.

When Ohio receives your inquiry, it will go to the vehicle registration section in their computer to get the information. Once the data has been found, the information will be routed back to NLETS in Phoenix, then to LEADS in Springfield, and finally, to your terminal.

This routing system is used for any type of out-of-state inquiry you make, as well as any directed message you send to an out-of-state agency. The entire process usually takes only a few seconds. All of the routing is computer-to-computer.

IV. WHO PARTICIPATES IN NLETS?

- A. ILLINOIS AGENCIES -- All agencies that access LEADS are automatically linked with NLETS. Your agency may access the same types of information in NLETS as you do in LEADS. If your terminal is not designated or allowed to receive CHRI from the Bureau of Identification in Joliet, likewise, you will be unable to access any other state's CHRI.
- B. OTHER STATES -- All 50 states, Puerto Rico, and the District of Columbia link their agencies to NLETS much like LEADS links your agency to NLETS. If a state is not fully computerized, as Illinois is, it may require a telecommunicator in another state to take extra steps to initiate out-of-state communication and/or inquiry.

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IV. WHO PARTICIPATES IN NLETS? (Continued)

- C. FEDERAL AGENCIES -- There are many federal agencies that access NLETS, and allow access to their files via NLETS. The National Crime Information Center (NCIC) and the Treasury Enforcement Communications System (TECS), are two federal agencies that allow access to their files via NLETS. NCIC allows agencies to access their computerized hot files and criminal history files. TECS allows access to the aircraft registration portion of their U.S. Customs files.
- D. OTHER COUNTRIES -- Canada has a direct link with INTERPOL that allows direct access to NLETS. To use NLETS to communicate with any other country, you must send your message or inquiry to INTERPOL, who will forward it on.
- E. OTHER AGENCIES -- Some non-governmental, not-for-profit agencies are allowed to access NLETS because of their direct service to the law enforcement community. Access is generally restricted to exclude CHRI data. Some examples of agencies in this category are the National Insurance Crime Bureau (NICB), the National Center For Missing & Exploited Children (NCMEC), government agencies authorized by state or federal statute to investigate or respond to hazardous material or chemical incidents, and agencies authorized under the Federal Emergency Management Act to perform criminal justice functions in times of emergency.
- NOTE: NICB includes what was formerly known as NATB, the Insurance Crime Prevention Institute, and the Index Bureau. These agencies have merged to form NICB.
- F. TYPES OF USERS AND USES -- NLETS is a criminal justice system for criminal justice agencies, and non-criminal justice agencies that benefit public safety and the law enforcement community. The only exception to this criteria are those agencies authorized to obtain CHRI by "The Intelligence Authorization Act of Fiscal Year 1986, Title VIII, Section 910, Access of Criminal History Records for National Security Purposes". Below is a table listing the types of agencies that can participate in NLETS.

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IV.F. TYPES OF USERS AND USES (Continued)

<u>TYPE OF USES</u>	<u>SPECIAL RESTRICTIONS</u>
1. Non-Federal criminal justice agencies in each state, the District of Columbia, Puerto Rico and the Virgin Islands (must be assigned a law enforcement or criminal justice ORI by FBI/NCIC).	None
2. Federal criminal justice agencies (must be assigned a law enforcement or criminal justice ORI by FBI/NCIC).	None
3. Non-government agencies <ul style="list-style-type: none">. National Insurance Crime Bureau (NICB). National Center for Missing & Exploited Children (NCMEC)	No CHRI access (see agreements for further details)
4. Agencies authorized under PL99-169 for national security purposes <ul style="list-style-type: none">. Central Intelligence Agency (CIA). Office of Personnel Management (OPM). Defense Investigative Service (DIS). National Security Agency (NSA). Federal Bureau of Investigation (FBI)	Access for National Security Purposes only
5. Government agencies authorized under state or Federal statute to investigate, respond to, regulate, clean up or evacuate as a result of chemical, hazardous material, or in incendiary incident.	Access to HAZMAT file only
6. State governmental agencies responsible for the licensing of drivers and registration and/or titling of vehicles.	No CHRI Access (This does not preclude the exchange of driver registration and/or history information by DMV's)
7. Criminal Justice agencies in Canada.	None
8. Agencies activated under Federal Emergency Management Act (FEMA) to perform criminal justice functions during times of emergency.	Time of Emergency only
9. . Police Departments authorized by state stature but maintained by private colleges or universities. . Railroad police	Full access if ORI "E"
10. . Communications centers set up to provide service to police and fire departments, and other local government agencies (i.e. "911" centers).	No CHRI access

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V. WHAT TYPE OF INFORMATION IS AVAILABLE THROUGH NLETS?

- A. ORION -- NLETS provides this computerized directory to allow agencies to easily obtain another department's address, telephone number, ORI, etc. For more information about ORION, refer to the CDC chapter.
- B. CHRI -- LEADS users may access other state's criminal history files via NLETS. Refer to the Criminal History chapter for details. You may also inquire on several NLETS HELP files related to CHRI; LHR.CCHL, LHR.CCHI, and LHR.NLETSRE.
- C. AIRCRAFT REGISTRATION -- LEADS users may access U.S. Customs aircraft registration files from the Treasury Enforcement Communications System (TECS). NLETS will switch your inquiry to TECS. For information on aircraft inquiries, inquire on LHR.FAA.
- D. OTHER STATE VEHICLE REGISTRATION AND DRIVER'S INFORMATION FILES -- NLETS will forward your license plate, VIN, name, sex, date of birth, or driver's license number inquiry to the state designated in your inquiry. Refer to Volume I, 1027 and 1028 Chapters.
- E. CANADIAN VEHICLE AND PERSONS INQUIRIES -- NLETS will forward your vehicle or persons inquiry to INTERPOL in Ottawa, Canada. Your inquiry will automatically be sent to the Canadian Police Information Centre (CPIC) and subsequently to the province or territory indicated in your inquiry. For more information about inquiries through Canada, refer to Volume I, HELP.
- F. INQUIRIES AND MESSAGES TO OTHER COUNTRIES -- Inquiries and messages sent to other countries should be directed to INTERPOL. NLETS will "carry" your message to INTERPOL, and INTERPOL will contact the country on your behalf. Refer to the CDC chapter for additional information.
- G. HAZARDOUS MATERIALS -- NLETS provides hazardous material inquiries to assist agencies in determining what type of situation they are dealing with. For additional information, inquire on LHR.HAZMAT.
- H. OTHER NLETS INFORMATION -- There are several other NLETS HELP files available to assist you:

DRIVER'S HISTORY LHR.NLDRHS
..... LHR.NLDRHF

BOATS LHR.BOATS

HIT CONFIRMATION LHR.HITCONF

(OPPOSITE SIDE BLANK)

GUNS
(GUN)

GUNS
(GUN)

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STOLEN/RECOVERED GUNS (19)

Chapter 19

S T O L E N / R E C O V E R E D G U N S

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I. INTRODUCTION

Included in this chapter are details for entering stolen or recovered gun records into the LEADS and NCIC Gun Files as well as other information relating to these files.

- A. DEFINITION -- A gun is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by air, carbon dioxide, or the action of an explosive. Included are antique guns; cannons; machine guns; pistols; rifles; shotguns; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; destructive devices such as grenades, mines, missiles, and rockets; and disguised guns such as knife guns, pen guns, belt buckles, and cane guns.
- B. PURPOSE OF THE GUN FILE -- The LEADS and NCIC Stolen/Recovered Gun Files were designed to provide assistance to law enforcement agencies in the recovery of lost or stolen weapons or weapons recovered in connection with unsolved crimes.
- C. WHAT'S IN THE GUN FILE? -- Serially numbered weapons which are stolen or missing may be entered into the file if a theft report has been made. A recovered (abandoned, seized, or found) weapon for which no stolen report is on file may be entered as a "recovered" weapon. The weapon must remain in the possession of the entering agency or be readily available for examination while the record is on file. If the entering agency loses custody of the recovered gun in any manner, the recovered gun entry must be cancelled.
- D. WHAT SHOULD NOT BE IN THE GUN FILE? -- Criteria for entry of records in the Gun File require serially numbered weapons. Therefore, stolen and recovered weapons as defined above that do not have serial numbers may not be entered in the Gun File. BB guns are not defined as weapons and manufacturers are not required to assign serial numbers. BB guns cannot be entered in the Gun File, but if the owner has engraved an owner-applied number on the gun, the agency holding the theft report may enter a record for the stolen BB gun in the Article File.
- E. RETENTION PERIOD FOR GUN RECORDS -- Stolen or missing gun records remain active until the originating agency cancels or voids the record or until 10 days after being Located. Recovered weapon records remain active for the year of entry plus two years or until the weapons are identified and claimed by the owner, in which case the records are cancelled.

II. HOW TO INQUIRE INTO/SEARCH THE GUN FILE

An inquiry on a gun record gives access to recovered as well as stolen/missing gun records in the Gun File.

A. ON-LINE INQUIRY -- To search the Gun Files (LEADS and NCIC), you must combine certain minimum descriptive information (identifiers) with the proper inquiry message key. The identifiers and message keys to use are described below.

1. Minimum Required Identifiers -- The following identifier(s) may be used to search the Gun File.

a. SER (Serial Number) -- This is the primary identifier and must be used in combination with MAK.

b. MAK (Make or Country of Manufacture) -- This identifier must be used in combination with SER.

c. CAL (Caliber) -- This identifier may be used as a third identifier in combination with SER and MAK.

In a single free-form inquiry, these identifiers must be keyed in the sequence SER, MAK or SER, MAK, CAL.

d. LDS (LEADS Record Index Number) -- This identifier may be useful to retrieve a copy of a specific gun record in LEADS, possibly one entered by your department.

e. NIC (NCIC Record Index Number) -- This identifier allows retrieval of a specific record in the NCIC Gun File.

2. Message Keys -- To search LEADS and NCIC Files, the basic message key is 'LZG'. With the FINQ screen format, the basic key is 'Z'. The 'NZN' message key is used to search the NCIC File.

3. Using the Inquiries Table -- A detailed analysis of gun inquiry message keys, identifiers, sample free-form inquiries, and the file(s) searched is provided in the GUN ON-LINE INQUIRIES TABLE on page GUN-3.

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GUN ON-LINE INQUIRIES TABLE

A. LINE NO.	B. MESSAGE KEY FORMAT	C. PRIMARY IDENTIFIER	D. SAMPLE FREE-FORM INQUIRY	E. GUN FILES SEARCHED
1	Z	SER MAK CAL/45	LZG.SER/128R465E.MAK/CLT.CAL/45.	LEADS - Will hit record with exact match of SER and MAK. Ignores CAL.
2	Z	SER MAK/US USA ZZZ With/Without CAL	LZG.SER/12846.MAK/US.CAL/22. LZG.SER/S38P76.MAK/USA. LZG.SER/42D857.MAK/ZZZ.CAL/38.	NCIC - Will hit records with matching SER* regardless of MAK. LEADS - Same as 1.
3	Z	SER MAK/Other than CLT REM SW WIN With/Without CAL	LZG.SER/8L556B.MAK/TKA. LZG.SER/33207.MAK/SMO.CAL/44.	NCIC - Will hit records with matching SER* and MAK/other than CLT, REM, SW, WIN.
4	Z	SER MAK/CLT REM SW WIN CAL/Other than 45 or NO CAL	LZG.SER/99754.MAK/REM.CAL/22. LZG.SER/83654K.MAK/WIN.	NCIC - Will hit records with matching SER* and same MAK/(CLT, REM, SW, WIN) or MAK/US or USA.
5	Z	LDS	LZG.LDS/G8200555.	LEADS Only - Produces the one record matching the LEADS Number (LDS).
6	None	NZN.	NZN.NIC/G287634988.	NCIC Only - Produces the one record matching the NCIC Number (NIC).
7	None	LZG9.	LZG9.DAY/0405. See GUN-4.	Search LEADS CHF for all active Stolen or Recovered Guns. (See page GUN-4 for additional.)

*Alphabetic characters appearing between numeric characters (embedded alphabetic characters) in a serial number are not considered for matching purposes since some agencies formerly placed records in file after deleting the embedded alphabetic characters. Thus, a search of serial number 369J257 would retrieve records with serial numbers 369257, 369M257, and 369J257. Letters appearing as a prefix or suffix to the numerics in a serial number are considered in the matching process and, therefore, are not affected by the rule applicable to embedded alphabetic characters.

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II. HOW TO INQUIRE INTO/SEARCH THE GUN FILE (Continued)

B. GUN SUMMARY INQUIRIES

Free-form summary inquiries allow agencies to obtain a listing of all active gun entries initiated by their own department, or all departments located in the same state police district for a specific day. These inquiries have been provided to assist departments in obtaining information to aid investigatory efforts.

1. Basic Message Key: LZG9. (required)
2. Day: DAY/Ø215. (required) Summary inquiries must be for a specific day and cannot be older than 60 days.
3. File Message Key: MKE/EG. (optional) The field code MKE, followed by the desired file message key (minus the "L") will access records entered with that message key on the day indicated. For example: LZG9.DAY/Ø215.MKE/ER. would result in a listing containing recovered gun records entered on February 15.
4. CDC: CDC/____. (optional) If used, will narrow the search to include only records entered by a specific agency (will include entries by all terminals within a department that have the same last two alpha characters in the CDC, e.g., TPB, PPB, DPB, UPB).
5. DST: DST/____. (optional) If used, will direct search to include all records entered by agencies located in the specified State Police District. (Must use CDC or DST; don't use CDC and DST in same inquiry.)
6. Sample Gun Summary Inquiries:

- a. LZG9.DAY/Ø331.MKE/ER.CDC/KCX.

Will return a list of all recovered gun records entered by Chicago PD on March 31st.

- b. LZG9.DAY/Ø828.MKE/EG.

Will return a list of all stolen guns entered throughout the state on August 28th.

- c. LZG9.DAY/Ø7Ø4.MKE/EG.DST/Ø4.

Will return a listing of all active stolen guns entered on July 4th by agencies located within State Police District 4.

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STOLEN/RECOVERED GUNS (19)

II. HOW TO INQUIRE INTO/SEARCH THE GUN FILE (Continued)

- C. DEPARTMENT OF DEFENSE WEAPON IDENTIFICATION -- The Department of Defense (DOD) maintains a Central Registry listing serial numbers of small arms weapons in the DOD inventory. This registry can assist law enforcement agencies in identifying weapons which DOD owns or has recently sold or donated to individuals and organizations.

The Central Registry, located at the Army Munitions and Chemical Command, Rock Island, Illinois, is operational 7:30 a.m. - 3:00 p.m., Monday through Friday. A response from the registry may take from 24 to 72 hours.

Illinois law enforcement agencies may call (309) 782-6420 or send a directed message to the USA Provost Marshal Arsenal, Rock Island, CDC/MQA. To ensure complete registry screening, the request must include the following information.

- weapon serial number
- make of weapon
- model and caliber
- name, position, title, full agency name
- complete phone number of requesting agency

II. HOW TO INQUIRE INTO/SEARCH THE GUN FILE (Continued)

- D. OFF-LINE STOLEN GUN FILE SEARCHES -- On-line inquiries require that you know the complete serial number and make of a gun and are limited to the file of currently active records. In cases where you do not have the two primary identifiers, you can use any other information about the gun which corresponds to one of the data fields in a LEADS record (except the MIS Field) to request an off-line search. The more information you have about the gun in question, the fewer possible "hits" you will have to investigate. However, information which would not be found in a coded field within the LEADS record is of no value for conducting the search. Also, the MIS Field cannot be searched by the computer.
1. Requesting An Off-line Search -- To request an off-line search of the LEADS Stolen/Recovered Gun File, send an administrative message to terminal KQC and include the following information.
 - a. "REQUEST FOR STLN GUN SEARCH"
 - b. Details about the gun in question.
 - c. Indication that only currently active records are to be searched or that active and cancelled records are of interest.
 - d. Name and telephone number of agency contact person on this case.
 2. Results in 24-48 Hours -- Terminal KQC is monitored from 0830-1630, Monday through Friday, excluding holidays. Messages sent to KQC at times when it is not being monitored are printed out and will be read when the operator arrives for the next monitoring period. An off-line search generally takes 24-48 hours to complete after the request has been read by the KQC terminal operator. Additional time may elapse before the hard copy report is received at the requesting agency.
 3. What You Get --The end product of an off-line search is a computer listing of all data fields from every LEADS record which matched the identifiers you provided. The number of matches could be anywhere from zero to several thousand. When the number of matches is small, a member of the LEADS staff will call the contact person (requestor) and discuss the results. Longer lists are mailed to the requestor for analysis.
 4. NCIC Records Not Included -- A LEADS off-line search only covers records entered into the Illinois LEADS files by Illinois terminals. Records entered into NCIC from terminals in other states are NOT included in the off-line search.

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II. HOW TO INQUIRE INTO/SEARCH THE GUN FILE (Continued)

E. INQUIRY INTO THE CANADIAN GUN FILE

LEADS users may initiate an inquiry to CPIC to access both the stolen and gun registration files. All gun inquiries must contain a reason for inquiry and an indication if the gun is in sight of the officer making the request. The identifiers from the gun required for inquiry are serial number and type. CPIC defines a "Gun" as "any barrelled weapon which can discharge a bullet or other missile, or any imitation of such a weapon". This includes revolvers, pistols, rifles, shotguns, flint/cap/matchlock muzzle loader, automatic weapons (machine guns/pistols), signal flare, rocket or gas guns, and air guns (rifle or pistol).

1. Constructing A Gun Inquiry

- a. Message Key: The message key used to access the CPIC gun files is structured differently than those for the Vehicle and Persons files. A standard message key of NQCN. must be followed by the message key CGQ. The complete message key NQCN.CGQ. will carry your inquiry to CPIC gun files to check the registration and stolen files.
- b. Serial Number: The serial number of the gun is a required inquiry identifier and must be prefaced with the field code SER/. Serial number must not exceed 23 characters.
- c. Type: You must indicate the "type" of gun in every gun inquiry. Specific type codes must be used to complete the field. Field code TYP/ must precede the code.

TYPE CODES

<u>Description</u>	<u>Code</u>
Shotgun	SG
Rifle	RI
Other Types	OT

- d. Reason For Inquiry: Each gun inquiry must indicate the reason the request is being initiated. Field code RSN/ must be followed by a valid code.

REASON FOR INQUIRY CODES

<u>Reason For Request</u>	<u>Code</u>
Narcotics	N
Fraud (includes counterfeit documents)	F
Violent Crimes (includes robbery, murder, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

II.E.1. Constructing A Gun Inquiry (Continued)

e. Person/Property in Sight: Each gun inquiry must indicate if the requestor has the person or property in sight. Field code PPS/ must be followed by an N for no, or a Y for yes.

f. Sample Gun Inquiries:

(1) (2) (3) (4) (5)
1) NQCN.CGQ.SER/34567890123.TYP/SG.RSN/V.PPS/Y.

1= Gun inquiry message key NQCN.CGQ.
2= Serial number
3= Type of gun; shotgun
4= Reason for inquiry; violent crime
5= Person/Property in Sight; yes

(1) (2) (3) (4) (5)
2) NQCN.CGQ.SER/TESTGUN123.TYP/RI.RSN/N.PPS/N.

1= Gun inquiry message key NQCN.CGQ.
2= Serial number
3= Type of gun; rifle
4= Reason for inquiry; narcotics
5= Person/Property in Sight; no

2. Response Sources

After making a Gun inquiry to Canada, a response will be received from CPIC stolen gun file and the Canadian gun registration file. No response will be received from LEADS or NCIC CHF. A separate inquiry must be made to check LEADS and NCIC.

3. Response Interpretation

a. Registration Information -- Canadian law requires certain types of weapons to be registered. CPIC provides gun registration information in response to an inquiry on a restricted weapon. The registration portion of the response is recognizable by these lines:

"QUERY POSSIBLE HITS FOR

RWRO SERIAL: 123 TYPE: SG"

The remainder of the registration response contains serial number, make, type (may be listed as RW for restricted weapon), action, caliber, barrel length, certification number, and owner name.

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II.E.3. Response Interpretation (Continued)

- b. Gun Hits from CPIC -- CPIC contains several types of hits in their stolen gun file. Unlike CPIC Vehicle and Person records, Gun records must be confirmed via directed message to the originating Canadian agency after it has been verified that the gun inquired upon matches the gun identified in the hit.

1) Types of Gun Hits

Stolen
Lost or Missing
Recovered
Pawned or Loaned*
Associated with other CPIC record**

* Pawned or loaned for CPIC purposes is defined as guns accepted from individuals as collateral for loans and guns obtained by direct purchase where there is reason to believe they may have been stolen.

** There may be occasions when a CPIC gun record is tied to another CPIC record(s), much like a "pointer" record. In these cases, the hit(s) will clearly illustrate the association with another record.

2) Confirming CPIC Gun Hits -- There is no automatic confirmation by CPIC on Gun hits. The agency receiving a hit must:

- a) Verify that the gun in the hit response is the same as the gun inquired upon,
- b) Send a Hit Confirmation directed message (LFR.ADMHCREQ.) to the originating Canadian agency. A seven character agency identifier will be provided in the hit response. Place CN at the front of the seven character identifier to form a complete ORI.

Sample seven character identifier: ON30570

ORI for Hit Confirmation message: CNON30570

- c) Once it has been confirmed that the gun in question is the correct gun, and that the status in CPIC is current and correct, it can be impounded pending specific instructions from the agency that entered the record into CPIC. The recovering agency may also contact Washington INTERPOL for assistance regarding the disposition of the gun.

II.E.3. Response Interpretation (Continued)

c. Sample CPIC Gun Hit

Inquiry: NQCN.CGQ.SER/TESTGUN123.TYP/RI.RSN/N.PPS/Y.

Response:

FROM CN
UYA 14.54.05 05/04/92 CNON10059
IL08495A1

** FROM CPIC - GUN FILE **

```
*****
* POSSIBLE CPIC GUN HIT.                                     *
*                                                             *
* YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE RECORDS BEING RETURNED. *
*                                                             *
* CONFIRMATION ON THE SELECTED GUN MUST BE ACCOMPLISHED USING   *
* AN AM MESSAGE ADDRESSED TO THE CANADIAN LAW ENFORCEMENT AGENCY *
* IDENTIFIED AS THE ORIGINATOR OF THE RECORD.                   *
*                                                             *
* YOU MUST INSERT CN BEFORE THE 7-DIGIT CANADIAN AGENCY IDENTIFIER *
* IN THE RECORD.                                                 *
*                                                             *
* (EXAMPLE: ENTERED BY: TORONTO PF ON30570 ON 1991-01-01)       *
*                                                             *
* DESTINATION ORI FOR CONFIRMATION WOULD BE CNON30570.          *
*****
```

QUERY POSSIBLE HITS FOR
GUN TYPE: RI SER: TESTGUN123
REM: 21H,IL08495A1

***NO: 1

SER: TESTGUN123 TYPE: RI STATUS: STOLEN MAKE: REM MODEL: RG10S
EXP: 1997-02-10
ITEM: SA CAL: 3030 BBL: 406 MM (16 INS) SHOTS: 10
REM: TEST RECORD FOR CANADIAN-USA ACUPIES INTERFACE
CASE: ACUPIES-TEST-GUN
ENTERED BY: INTERPOL NAT.CENT. BUREAU ON10059 ON 1992-02-10
CONFIRM ALL HITS WITH ORIGINATING AGENCIES
TOTAL HITS ON FILE: 1

RWRO QUERY NOT ON FILE

SERIAL: TESTGUN123 TYPE: RI
REM: 21H,IL08495A1
04MAY92/15:53/08

INTERPOL - OTTAWA, CANADA.

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II.E.3. Response Interpretation (Continued)

- d. Hit Interpretation -- The first three lines of the hit provide a date and time stamp. The fourth line, "***FROM CPIC - GUN FILE **", identifies the record as a CPIC Gun hit. The box section provides information on confirming the hit; send a directed message to the ORA, convert the seven character identifier to a nine digit ORI by attaching CN. The information following the box is the actual hit. Note that the inquiry identifiers are repeated (QUERY POSSIBLE HIT FOR...). The remainder of the information provides the gun serial number, make, model, caliber, and the ORA information. The response is concluded with a notation that registration information is not on file and the date and time.

III. RESPONSE INTERPRETATION

The LEADS computer acknowledges every inquiry with some kind of response message. The response message depends on the combination of message key and identifier(s) used in the gun inquiry and will result in one of four basic kinds of response messages. They include the following:

- Reject (The inquiry was submitted incorrectly.)
- No Record On File or Negative Response
- Hit or Positive Response (A record found in LEADS and/or NCIC with matching inquiry identifiers.)
- System Status

These kinds of response and system status messages are explained in the following paragraphs.

- A. REJECTS -- A reject message indicates that (1) your message cannot be understood or processed by the computer and (2) the computer will do nothing further until you send another message. Once you receive a reject message, correct your error and then try the inquiry again.

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III. RESPONSE INTERPRETATION (Continued)

B. NEGATIVE RESPONSES -- An inquiry message that is not rejected will cause certain files to be searched as shown in the GUN ON-LINE INQUIRIES TABLE on page GUN-3. When no matching record(s) is found, the computer returns a 'NO REC' or negative response message. The following are examples of 'NO REC' responses:

1. NO REC LEADS Message -- When no matching record is found in the LEADS Hot Files, this message will be returned:

Line (M) M/CAR 2-13

Line (Ø) CHF 1ØØ593 1Ø49

Line (1) AZY NO REC LEADS SER/3297628 MAK/SR CAL/357

Line (M) is a copy of what you put in the M/ Field of your inquiry. If you did not use the M/ Field, there will be no Line (M) in the response.

Line (Ø) is the standard header for all LEADS Hot Files messages.

Line (1) begins with the CDC of the inquiring terminal. "NO REC LEADS" means no record was found containing the identifier(s) you inquired upon which is (are) repeated at the end of Line (1). You should double check the identifiers returned in the NO REC message with those you were given to inquire on.

2. Negative NCIC Response -- If your inquiry contains the appropriate message key for an NCIC file search, but no matching record is found, this message will be returned:

Line (M) M/CAR 2-13

Line (1) 1LØ1 NCIC RESPONSE

Line (2) ILØ8496L4

Line (3) NO RECORD SER/ 3297628 MAK/SR

Line (M) repeats data that appeared in the M/ Field of the inquiry. Line (M) does not appear if the M/ Field was not used.

Line (1) indicates that the message came from NCIC.

Line (2) is the ORI of the terminal which did the inquiry.

Line (3) tells you that no record was found with the given identifiers.

Double check the identifiers in the response with those you were asked to inquire on to be sure no error has been made.

III. RESPONSE INTERPRETATION (Continued)

C. HITS AND POSITIVE RESPONSES

1. Action Steps Required On A Hit

When the identifiers in your inquiry match data in a Hot Files record, the matching record is returned to your terminal. When this occurs, the following Action Steps must be taken immediately in the order listed:

- a. COMPARE the identifiers in your inquiry to those in the hit response and determine why the hit was received. This should lead to one of two conclusions:

- (1) Invalid Hit -- An invalid hit contains identifiers that are neither an exact match nor a reasonably close match to the identifiers used in the inquiry. An invalid hit should not be disseminated to the inquiring source and does not establish reasonable grounds to seize a recovered gun or to detain the person who has possession of such weapon.

- (2) Valid Hit -- A valid hit contains identifiers which exactly match or closely match the identifiers used in the inquiry. A valid hit establishes reasonable grounds to detain the bearer of the weapon as well as the weapon itself. You should then proceed to the next step.

- b. INTERPRET--Carefully analyze the hit response message to determine the following:

- (1) Is this a stolen or recovered weapon?
- (2) Should the weapon be held for fingerprints?
- (3) Are there extenuating circumstances noted in the MIS Field?
- (4) What are the primary identifiers? (make, model, caliber, etc.)
- (5) Are there conditions that may relate to the status of the hit?
- (6) Has the record been located (flagged) previously?

The final task in this Action Step is to obtain the inquiring officer's location if you do not already have it.

- c. ALERT the inquiring officer, utilizing the procedure that your department prescribes for initially advising the officer of a hit. (Some departments use a special tone signal, while others use a variety of special code signals. Every department should have a definite procedure to alert the officer.) ONLY AFTER the officer advises to "go-ahead," should you proceed to the next step.

- d. DISSEMINATE details of the hit message to the inquiring officer by radio communications.

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III.C.1. Action Steps Required On A Hit (Continued)

- e. CONFIRM or verify the status of the CHF record by contacting the originating agency via directed message. To confirm the hit means to verify that the stolen gun report is still outstanding and the gun inquired upon is identical with the gun described in the record and to obtain information concerning return of the gun to the rightful owner.

An agency that receives a hit on a record containing the code NOAH (Notify ORI of All Hits) in the Miscellaneous (MIS) Field must advise the originating agency of the hit regardless of whether the location of the gun is known.

- f. LOCATE -- After a valid hit has been confirmed with the originating authority, send a LOCATE message to "flag" each confirmed, matching CHF record. This indicates that law enforcement action has been taken by the recovering agency.

- g. SERVICE -- Service is the procedure for assembling, adding notes to, and filing the hard-copy printouts of the hit and all related directed messages. Here is what must be done to each piece of hard copy:

- (1) Add notes telling how, when, and to whom the information was given.
- (2) Sign and date the notes.
- (3) File in your agency's Hit File. (File all pieces of hard copy related to a single hit as a group, i.e., clip or staple all sheets together.) The Hit File should contain all LEADS/NCIC hits received by your terminal and should be maintained near the terminal.

- 2. Hit is from LEADS or NCIC? -- By examining the first line of a message (second line if you used the M/ Field in your inquiry), you can determine whether a message is from LEADS or NCIC.

Examples of First Lines:

From LEADS: CHF 100993 1042

'CHF' stands for Computerized Hot Files.

From NCIC: 1L01 NCIC RESPONSE

It should be clear, from the examples above, where a particular hit came from.

- 3. LEADS Record Labels -- The last item in the second line of all positive responses from LEADS is a "label" which gives important information about the record. Understanding the label is the first step in message analysis. The following table explains the meaning of each label that might appear in a gun record.

TABLE OF LEADS GUN RECORD LABELS
(In alphabetical order by Record Label)

LEADS RECORD LABEL*	MEANING
LOC ... cdc	The codes or words between LOC and CDC mean the same as they would if LOC and CDC were not present. The LOC prefix means that the gun was previously Located by the agency with the given CDC, but the ORA is still holding its case file open. A record inquired on, that was entered with the caution indicator P, will, after it has been Located, return the record label shown at left which will appear in the space between "LOC" and "cdc".
HOLD PRINT (P)	
LOCATED cdc	The stolen gun was previously located by the agency with the given CDC, but the ORA still holds an open case file.
LOCATED OUT OF STATE	The stolen gun was previously located by an out-of-state agency, but the ORA still holds an open case file.
RECOVERED	Active case on a recovered gun.
STLN HOLD PRNT	Active case on a stolen gun; hold for fingerprints.
STOLEN	Active case on a stolen gun.

* NCIC labels appear as translations of the Enter or Locate message key, and are different from LEADS labels. There is no table for the NCIC labels because no abbreviations are used.

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III.C. HITS AND POSITIVE RESPONSES (Continued)

4. LEADS Hit Messages -- All LEADS Stolen/Recovered Gun File hit messages begin with the standard CHF header line (Line 0) followed by 8 lines from the record that was hit and end with "CONFIRM WITH ORA". Because some data fields are optional, some lines within the message may be blank. Example 1 below shows where each data field would appear in a LEADS hit message on a record containing data in every field.

Example 1: LEADS Stolen Gun Hit -- The NCIC version of the same record is shown on page GUN-19.

```
M)  M/CAR 10-15
0)  CHF  031693  1044

1)  ZASQ LDS/G9300555 STOLEN
2)  DOT/121292 FIN/BL MAK/SR MOD/804359 CAL/357
3)  TYP/RA SER/3297622
4)  MIS/BBL4 BLU INSC-RPL
5)  OCA/010824
6)  ORA/PD RIVER GROVE IL
7)  ENT/ARV OPR/BL TME/0646 DTE/011493  NIC/G288020030
8)  CONFIRM WITH ORA
```

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III.C.4. LEADS Hit Messages (Continued)

Explanation:

- Line M indicates car number of officer requesting information.
- Line Ø 'CHF' identifies this message as having been created by the LEADS Computerized Hot Files.
- 'Ø31693 1Ø44' is the date and time that the LEADS computer found the record. If your terminal and the communications line were operating correctly, you received the message at the date and time indicated. If your terminal was down, you received the message at a later time when your terminal was up again.
- Line 1 The 'Z' in the first position is taken from the message key used for the inquiry.
- Positions 2-4 (ASQ) give the CDC of the inquiring terminal.
 - The complete meaning of STOLEN may be looked up in the Table of LEADS Gun Record Labels on page GUN-16.
- Line 2 Date of Theft and gun description fields - Finish, Make or Country of Manufacture, Model, and Caliber. (Except for Finish and Model, all Required Data.)
- Line 3 Gun Type and Serial Number. (Required Data.)
- Line 4 Miscellaneous information showing barrel length, finish, and inscription data. (Optional Data but entered according to NCIC guidelines. See page GUN-96.)
- Line 5 Case number of the entering agency. May be missing since this field is not required to be entered.
- Line 6 Agency that holds the theft report, "PD RIVER GROVE IL".
- Line 7 Who entered the record and when.
- The presence of an NIC Field indicates the record is also entered in NCIC. The NIC Field will not appear if there is no corresponding record in NCIC.
- NOTE: You may, on occasion, receive a response that shows the NIC Field like this: NIC/ZZZZZZZZZZ. See NCIC Record Index Number Field Description, GUN-107.
- Line 8 Reminder to confirm with the ORA that the record is still active before taking further action.

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III.C.4. LEADS Hit Messages (Continued)

Example 2: NCIC Stolen Gun -- The following example is the same case shown for LEADS in Example 1. See page GUN-17.

M) M/CAR 10-15
Ø) 1LØ1 NCIC RESPONSE
1) ILØ8496Q2
2) MKE/STOLEN GUN
3) ORI/ILØ1695ØØ SER/ 3297622 MAK/SR CAL/357 MOD/ 8Ø4359
4) TYP/RA DOT/121292
5) OCA/ G93ØØ555 MIS/BBL4 BLU INSC-RPL
6) NIC/G288Ø2ØØ3Ø
7) ORI IS RIVER GROVE PD IL
8) IMMED CONFIRM RECORD WITH ORI

Explanation:

- Line M Indicates car number of officer requesting information.
- Line Ø Tells you the record is in the NCIC Files.
- '1LØ1' -- The L in the second position always means this is the last or final record from NCIC. The 'Ø1' tells you that this is the first NCIC record. If there had been three NCIC records hit, the response message blocks (records) would be tagged 1ØØ1, 1ØØ2, and 1LØ3 respectively.
- Line 1 ORI of the terminal that ran the inquiry.
- Line 2 Translation of the Enter (or Locate) message key which created this record.
- Line 3 'ORI/ILØ1695ØØ' is the ORI of the agency holding the theft report.
- The remaining fields describe the Serial Number, Make or Country where Manufactured, Caliber, and Model. (Except for Model, all Required Data.)
- Line 4 Gun Type and Date of Theft. (Required Data.)
- Line 5 The OCA Field for a record from an Illinois agency shows the record number (LDS) of the corresponding record in LEADS. The MIS Field shows barrel length, finish, and inscription data. (Optional Data, but entered according to NCIC guidelines. See page GUN-97.)
- Line 6 The NCIC index number for this record.
- Line 7 Translation of the entering agency's ORI.
- Line 8 Reminder to confirm that the record is in fact still active. This reminder will not appear if you have hit your own agency's record.

III. RESPONSE INTERPRETATION (Continued)

- D. SYSTEM STATUS MESSAGES -- When you have just run an inquiry, these messages generally tell you that one or more of the file searches you have requested cannot be handled or will be delayed. Nearly all system status messages begin with an index code which allows you to look up a complete explanation in Chapter 15, if the message is not self-explanatory.

Example: NIC1 NCIC SLOW

In this example, 'NIC1' is the index code.

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STOLEN/RECOVERED GUNS (19)

IV. "LOCATING" GUN RECORDS

A. WHAT IS "LOCATING"? -- Locating is the procedure for adding a notation or "flag" to a stolen gun record that was entered into the file by another agency to indicate that your agency has recovered the gun. **LOCATING IS NOT A SUBSTITUTE FOR CONFIRMING THE RECORD'S STATUS with the ORA.** A Locate flag indicates that the gun has been recovered in case another agency hits the same record before it is cancelled by the ORA.

B. WHEN IS LOCATING REQUIRED?

Once it has been established that two specific conditions have been met, it is your agency's responsibility to immediately send a Locate message. These conditions are the following:

- (1) It has been confirmed that the record you hit pertains to the gun inquired on.
- (2) Your agency has actually recovered the gun. The Locate message causes information to be added to the specific record identified in that message.

If these conditions are met for more than one record (i.e., you hit more than one record pertaining to exactly the same gun), a separate Locate message must be transmitted for each individual record. (See Exception 2 below.)

C. EXCEPTIONS

1. You cannot Locate a record that was entered by your own department. Instead, cancel it.
2. A single Locate message for a LEADS record will be automatically sent to NCIC to Locate the NCIC copy of the record.
3. You cannot Locate a recovered gun record.

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STOLEN/RECOVERED GUNS (19)

IV. "LOCATING" GUN RECORDS (Continued)

D. HOW TO SEND A LOCATE MESSAGE

1. Record in LEADS -- The following procedure is appropriate for any record in LEADS. The NCIC 'copy' of a record entered into both LEADS and NCIC by the same Illinois ORA will automatically be Located by the message for the LEADS copy of the record.

- a. The Elements of a Locate Message Are:

Message Key (MKE);
LEADS Record Index Number (LDS) of record to be Located;
Serial Number (SER) from record to be Located;
Locate Field Code (LOC) and your terminal's CDC

- b. The LEADS Locate Message Key is identical to the modify message key.

LMG.

- c. Sample LEADS Locate Message -- Stolen Weapon

Suppose we are using terminal KZY and have recovered the weapon represented by the Stolen Gun record in Example 1 on page GUN-17. The following example shows how to Locate that record:

(1)	(2)	(3)	(4)
LMG.LDS/G9300555.SER/3297622.LOC/AZY.			

Field (1) is the message key.

Field (2) is the LEADS Record Number from Line (1) of the hit message on page GUN-17 (Same as OCA Field, Line (5) of the NCIC hit on page GUN-19).

Field (3) is the SER as shown.

Field (4) is the CDC (AZY in the example) of the recovering agency's terminal.

- d. LEADS Modify Format to Locate -- You can also use the following modify format to Locate a record in LEADS:

LFR.FMOD.

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STOLEN/RECOVERED GUNS (19)

IV.D.1. Record in LEADS (Continued)

- e. LEADS Locate Acknowledgment Message -- If you correctly format the Locate message, the computer will acknowledge that the record in LEADS (and NCIC) has been Located by sending the following message:

(1) (2)
AZYMODIFY LDS/G9300555.

Line (1) The CDC of the terminal that sent the Locate message.

Line (2) LEADS Record Index Number of the record you Located, even though the message says "MODIFY".

2. Record in NCIC Only -- This procedure is followed when you have recovered a gun entered into NCIC by a non-Illinois agency. In that case, the record will not be in LEADS. DO NOT use this procedure when the NCIC record is only a copy of a record in LEADS and both were entered by the same Illinois agency.

a. NCIC Locate Message Elements

Message Key.

NCIC Record Number (NIC).

Originating Authority's Case Number (OCA) from the record being Located.

Date of Recovery in Month, Day, Year format (MMDDYY).

Recovering Agency's Case Number (Optional).

b. The NCIC Locate Message Key Is:

LLG.

Failure to use this message key for a gun record being Located will result in the following reject message:

1L01 NCIC RESPONSE
IL0RI0000 (Your ORI)
REJ MKE ERR

IV.D.2. Record in NCIC Only (Continued)

c. Sample NCIC-Only Locate Messages -- Stolen Weapon

(1)	(2)	(3)	(4)	(5)
LLG.NIC/G287634988.OCA/90-4442.040893.226.				

Field (1) NCIC Locate Message Key.

Field (2) NCIC Record Index Number of record to be Located.

Field (3) Originating Authority's Case Number taken from the NCIC record.

Field (4) Date of recovery (040893); must be six digits in length. Note that there is no field code preceding the date.

Field (5) Optional case number of the recovering agency; can be from 1 to 9 positions long. Note that there is no field code preceding your case number.

d. Successful NCIC Locate Acknowledgment Message:

1L01 NCIC RESPONSE
IL0RI0000 (Your ORI)
LOCATED NIC/G287634988

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STOLEN/RECOVERED GUNS (19)

IV. "LOCATING" GUN RECORDS (Continued)

E. NCIC AUTOMATIC LOCATE NOTIFICATION

1. What Is Locate Notification? -- When any department in the nation successfully sends a Locate message against an NCIC gun record, the originating terminal of the Located record is automatically sent a Locate Notification Message. The Notification Message is immediately followed by a second message which includes a portion of the Located record. These two messages are sometimes referred to as "dollar sign L" messages.
2. Sample NCIC Locate Notification Messages -- The sample messages below illustrate what would be received at the entering terminal if PD Madison WI Located the stolen gun record shown in Example 2 on page GUN-19. (This corresponds to the LEADS record shown in Example 1 on page GUN-17, but a Madison PD terminal would not see the LEADS file version.)

Part 1 Ø) FROM NCIC

- 1) \$.L.ILØ1695ØØ
- 2) LOCATE NOTIFICATION AT 1552 EST Ø41593.
- 3) 1LØ1 LG.WIØ13Ø95Y.NIC/G288Ø2ØØ3Ø.OCA/G93ØØ555.Ø41593.
- 4) 5476
- 5) LOCATING ORI IS DOJ CIB CONTROL CENTER TERMINAL A MADISON WI

Part 2 6) FROM NCIC

- 7) \$.L.ILØ1695ØØ
- 8) MKE/LOCATED GUN
- 9) ORI/ILØ1695ØØ SER/ 3297622 MAK/SR CAL/357 MOD/ 8Ø4359
- 1Ø) TYP/RA DOT/121292
- 11) OCA/ G93ØØ555 Ø41593 WIØ13Ø95Y 5476
- 12) NIC/G288Ø2ØØ3Ø

Part 3 13) CHF Ø41593 151Ø

- 14) CHF24 LDS/G93ØØ555 LOCATED--151Ø Ø41593 BY WIØ13Ø95Y

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STOLEN/RECOVERED GUNS (19)

IV.E.2. Sample NCIC Locate Notification Messages (Continued)

Explanation of NCIC Locate Notification Message

Message Part 1 -- NCIC Summary of the Locate Transaction

- Line 0 identifies the source of the message and is the first line of the 2-line block header.
- Line 1 identifies this as a "dollar sign L" or Locate Notification message and concludes the 2-line block header. The number 'IL0169500' is the ORI of the agency that received this message (the ORA of the Located record).
- Line 2 describes message type and when, in Eastern Standard Time, the Locate was processed by NCIC.
- Line 3 '1L01' identifies NCIC as the source of the message. (If the record had been Located by an Illinois terminal, the LEADS Record Number (G9300555 in the example) would appear in the space immediately following the 1L01.)
- 'LG' means "Located Stolen Gun Record".
 - 'WI013095Y' is the ORI of the agency that recovered the Gun and sent the Locate message to NCIC.
 - NIC and OCA are two identifiers from the original record used in the Locate message; SER and OCA could have been used.
 - '041593' is the date that the record was Located.
- Line 4 is the recovering agency's case number.
- Line 5 translates the ORI given in Line 3 and ends Part 1 of the three-part message.

Message Part 2 -- Complete Copy of Located NCIC Record

- Lines 6 and 7 repeat the standard block header.
- Lines 8-11 present the complete NCIC record as it would appear in a hit message after the record is Located. Note that in Line 8 "STOLEN GUN" is changed to "LOCATED GUN". Also, in Line 10, the MIS Field is replaced with the OCA, the date the record was Located, the Locating ORI, and the Locating agency's case number.

Message Part 3 -- LEADS Summary of the Locate Transaction

- Line 12 is the standard header of all messages that originate from the LEADS Hot Files.
- Line 13 is a coded (CHF24) message that gives a summary of the Locate. The time is Central Standard Time as provided by the LEADS computer.

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STOLEN/RECOVERED GUNS (19)

IV. "LOCATING" GUN RECORDS (Continued)

F. WHEN YOUR RECORD IS LOCATED

1. Normal Circumstances -- When a gun is recovered and the LEADS/NCIC records have been Located, the records have served their intended purpose -- to aid in recovery. Therefore, when a Locate Notification message is received on one of your department's records, you should immediately cancel the record. Failure to cancel a Located record will result in the record being automatically purged ten days after the date it was Located.
2. Locate Notification Without Confirmation -- Note that, on occasion, you may receive a Locate Notification message without ever having been contacted by the Locating agency regarding the status of your case. Should this occur, you should contact the Locating agency to confirm that they have actually recovered the gun described in the Located record.
3. Cannot Modify -- After a record has been Located, the entering agency cannot Modify the record in any manner. To do so will produce a coded reject message.
4. Incorrect Locate -- If a record has been Located by mistake, there is no way to remove the Locate "flag". The only alternative is to void the Located record and enter a new record.

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V. ENTERING GUN RECORDS

The LEADS Regulations and Policies contained in Chapter 30 require that all law enforcement agencies with terminal access to the LEADS Hot Files will enter into LEADS all warrants and stolen property reports for which the minimum required identifiers are available.

A. REQUIREMENTS FOR LEADS ENTRY

1. Theft Report -- In order to enter a gun as stolen or missing, your department or the department for which you provide LEADS services must have a theft report in an active case file.
2. Recovered Gun -- In order to enter a gun that has been abandoned, seized, or found as a recovered gun record, your department or the department for which you provide LEADS services must first determine that there is no stolen report on file for the weapon. Also, the weapon must remain in the possession of the entering agency or be readily available for examination while the record is in the file.
3. Minimum Identifiers -- To index (enter) a record in LEADS and NCIC, a minimum amount of data about the gun is required to provide a means of identifying the gun in the event it is recovered (or inquired on in the case of a recovered gun). The computer will reject an attempt to enter a record without the minimum data. You may enter a record that contains only the minimum; however, the best policy is to enter as many identifiers as you have available and include pertinent notes in the Miscellaneous Field.

The following minimum identifiers are needed to enter a stolen or recovered gun record:

MAK - Make or Country of Manufacture	TYP - Type
CAL - Caliber	SER - Serial Number

In addition to the gun identifiers listed above, a minimum entry message must also contain the following identifiers:

MKE - Message Key	ENT - Entering Terminal's CDC
DOT - Date of Theft	OPR - Entering Operator's Initials
ORA - Originating Authority Name	

4. No Duplicates -- You may not enter the same gun twice, regardless of whether the gun is stolen or recovered. The computer will reject the second attempt and will issue a coded reject message. See page GUN-31. You may, however, enter a gun record that has already been entered by some other department; you will be notified by coded message that such a record exists.

B. REQUIREMENTS FOR NCIC ENTRY

By using the message key LEG, every record you have successfully entered into LEADS will also be sent to NCIC. Any changes or modifications that might be necessary for NCIC are done automatically by the LEADS computer. The differences between LEADS and NCIC field codes are explained fully in Section VII, Field Descriptions and Codes.

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STOLEN/RECOVERED GUNS (19)

V. ENTERING GUN RECORDS (Continued)

C. GENERAL ENTRY PROCEDURES

After receiving proper documentation on a stolen/recovered gun, the following eight steps should be performed in entering the record into the Gun File.

1. Review Requirements for Entry -- Review the requirements in paragraphs V.A and B to be sure the gun you have been asked to enter meets all of the requirements for entry.
2. Study Sample Enter -- Turn to the sample in Section VI, Sample Enter Messages, to help you plan your entry and determine if you have the minimum identifiers.
3. Obtain Necessary Codes -- The codes you will need can be found in Section VII.
4. Choose Free-Form or Format -- If you have a teletype terminal, you must enter in free-form mode. The sequence of fields for free-form entry is given in paragraph D which follows. If you have a CRT terminal, you may enter in free-form at the top of the screen; or you may use the Gun Enter Format. Obtain the format by keying LFR.FEG. or LFR.FER. The Gun Format indicates by asterisk (*) which fields are mandatory.
5. Key the Data -- Key the data. Double check your keying. Then transmit the message to the computer.
6. Check Acknowledgment Message -- When the computer has accepted your entry and placed it on file, it will return a copy of the record to your terminal. See paragraph E which follows. You should compare the data in this message with the document you entered the record from to be sure that no errors have been made. Any errors should immediately be corrected by modification. See Section VIII, page GUN-109.
7. Second Party Quality Check -- NCIC requires that someone other than the entering operator check each CHF entry for completeness and accuracy to ensure officer safety and system integrity. It is recommended the second party initial the Enter Acknowledgment to visibly show the record has been quality checked.
8. Retain Acknowledgment Message -- LEADS Regulations as found in Chapter 30 require that the printout of the Enter Acknowledgment Message be retained in the entering agency's Active Messages File.
9. Inquiry to Check Message in NCIC -- You may want to do an inquiry on a record you have just entered to verify the information was sent to NCIC and to check the NCIC number.

V. ENTERING GUN RECORDS (Continued)

D. FREE-FORM ENTRY

In free-form entry, it is important to key each data field in the proper sequence. The end of one data field and the beginning of the next is designated by a period. All fields must be accounted for by a period, even if there is no data to be entered. Every free-form gun enter message must be formatted in a minimum of 6 lines and have exactly 14 periods. On the CRT screen, the data in one field may not begin on one line and end on the next, except for the MIS Field.

1. Free-Form Sequence

Line (1)	MKE.TMP.
Line (2)	DOT.FIN.MAK.MOD.CAL.TYP.SER.
Line (3)	MIS.
Line (4)	OCA.
Line (5)	ORA.
Line (6)	ENT.OPR.

2. Sample Free-Form Enter Message

Using a free-form message, enter into LEADS and NCIC a 218 caliber Winchester rifle with bolt action. This is a Model 65 with a blue finish and is engraved with the serial number 1007252. This weapon has been missing from the owner's Mt. Carmel residence since April 1, 1993. Assume that you are operator TW, entering from terminal DPV, under case number 652. When found, this weapon is to be held for prints.

Line (1)	LEG-P..
Line (2)	040193.BL.WIN.65.218.RB.1007252.
Line (3)	BLU.
Line (4)	652.
Line (5)	PD MT CARMEL IL.
Line (6)	DPV.TW.

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V. ENTERING GUN RECORDS (Continued)

E. ENTER ACKNOWLEDGMENT MESSAGE

If the LEADS computer accepts your enter message, it will return a copy to your terminal with your CDC and the LEADS record number (LDS) added to the first line and the time and date of entry added to the last line. This is called an Enter Acknowledgment Message. The acknowledgment for the message on page GUN-30 would be:

```
Line (0)   CHF  040293  1301
Line (1)   DPV G9304727 LEG-P..
Line (2)   040193.BL.WIN.65.218.RB.1007252.
Line (3)   BLU.
Line (4)   652.
Line (5)   PD MT CARMEL IL.
Line (6)   DPV.TW.1301.040293
```

Lines (1) through (6) correspond exactly to your original enter message. Line (1) includes your CDC and the LEADS Record Index Number (G9304727) assigned by the LEADS computer. Line (6) ends with the time and date (1301.040293) that the LEADS computer accepted the record.

F. REJECTS

Any message that you might receive in response to your enter message other than an Enter Acknowledgment means that your message has been rejected. You will always receive some kind of a response. Most reject messages mention a particular field. If the error is not obvious, turn to the Field Description pages for the field mentioned and try to find the error. Also, check all fields in the enter message that precede and follow the mentioned field.

G. DUPLICATE ENTER ATTEMPTS -- When the computer determines that duplication exists based on a particular combination of SER, MAK, CAL, and TYP, you will be notified by one of the messages described below.

1. Duplicate of Your Own Agency's Stolen Gun Record -- It is not permitted for a single agency (terminal) to enter the same gun record into the Gun File a second time as long as the first record has not been cancelled or voided. When this is attempted, the following coded reject message and a copy of the record will be received:

```
(1)          (2) (3)
RcdcCHF18  REJ--DUP REC YOUR AGENCY ON FILE--REC WILL FOLLOW
```

Field (1) is your CDC preceded by an 'R' for reject and followed by an Index Code.

Field (2) means your enter attempt has been rejected.

Field (3) is the message that your agency has a duplicate record of the one you tried to enter on file and you will receive a copy of that record.

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V.G. DUPLICATE ENTER ATTEMPTS (Continued)

2. Duplicate of Another Agency's Stolen Gun Record -- You may enter the same stolen gun record that has been entered by another agency (CDC). When this occurs, you will receive the following coded message and a copy of the record:

RcdcCHF17 DUP REC FROM cdc ON FILE--REC WILL FOLLOW

3. Duplicate of a Recovered Gun Entry -- A stolen gun entry is considered a duplicate if the SER, MAK, CAL, and TYP Fields match a recovered gun record on file. When this occurs, you will receive the following coded reject message and a copy of the record:

(1)	(2)	(3)
RcdcCHF50	REJ STLN GUN ENTRY--RCV REC ON FILE--REC WILL FOLLOW	

Field (1) is your CDC preceded by an 'R' for reject and followed by an Index Code.

Field (2) means your enter attempt has been rejected.

Field (3) is the message that the stolen gun record you tried to enter matches a recovered gun record on file and you will receive a copy of that record.

Likewise, if you tried to enter a recovered gun record and there was a matching stolen gun record on file, you would receive a similar coded reject message and a copy of the record.

RcdcCHF50 REJ RECOV GUN ENTRY--DUP REC ON FILE--REC WILL FOLLOW

4. When there are three or more gun records on file in NCIC with matching data in SER, MAK, CAL, and TYP Field, the NCIC Quality Control Staff enters an "ATTENTION" message to alert NCIC users to the possibility of a nonunique serial number. The duplication of the SER indicates the number may be a stock control number, model, production or catalog number.

** ATTENTION **

IF SER/XXXX-11-XXX IS FOR MAK/XXX,
CAL/XXXX, AND TYP/XX IT IS NOT UNIQUE ACCORDING TO NCIC
QUALITY CONTROL ASCERTAIN CORRECT NUMBER.

H. CONTACT NOTIFICATION REQUEST (NOAH)

If the ORI wishes to be notified each time its record is "hit", the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field.

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STOLEN/RECOVERED GUNS (19)

V. ENTERING GUN RECORDS (Continued)

J. TRAINING ENTER MESSAGE

A special message key is provided when you wish to practice entry of stolen or recovered gun records: LTGE. The rest of the enter message format is exactly the same for training as it is for an actual enter.

When the computer receives a message beginning with LTGE, it analyzes (edits) the entire message the same as it would for any other enter. If it finds an error, it will send you the appropriate error message. If your training message is correct, no record is placed in the file, but you will receive the following message:

cdcTRAINING MSG FORMAT EDIT OK.

The training edit routine does not check for duplicates already on file. It merely determines that the message is formatted correctly and that the data meets all of the edit requirements.

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STOLEN/RECOVERED GUNS (19)

VI. SAMPLE ENTER MESSAGES

This section contains two sets of sample enter problems and formatted enter messages.

A. ENTER PROBLEM 1

A theft report on a weapon was received at 9 AM on April 7, 1993, at PD Springfield by dispatcher AS. The gun was described as a Colt 357 magnum revolver with a 2-inch barrel and was inscribed with the serial number 3297623. It was a Python model with a blue steel finish and pearl handgrips. The gun was taken in a burglary at the owner's home some time prior to the date of the theft report. The case was assigned number 93-446; the record was entered from terminal ZLE.

Sample Formatted Enter (Call Format with LFR.FEG.):

```
L * EG   TMP STOLEN SPRINGFIELD BEFORE 0900 4/07/93
DOT* 040793 FIN BL MAK* CLT MOD PYTHON          CAL* 357  TYP* PR
SER* 3297623
MIS BBL2 BLU 357 MAGNUM      T PEARL HANDGRIPS
OCA 93-446   ORA* PD SPRINGFIELD IL          ENT* ZLE OPR* AS
```

*REQUIRED FIELD.

COMMENTS:

Data that was entered in the Permanent MIS Field is based on the NCIC guidelines given on pages GUN-96 and -97. Gun finish is repeated in the MIS Field because there is no FIN Field in an NCIC record.

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STOLEN/RECOVERED GUNS (19)

VI. SAMPLE ENTER MESSAGES (Continued)

B. ENTER PROBLEM 2

When ownership could not be proven (no FOID card), a gun was confiscated from two juveniles during a traffic stop on May 15, 1993, at 4 PM. After running an inquiry to determine whether the weapon had been reported stolen, dispatcher TW of PD Peoria entered a recovered gun record. The weapon was a LaSalle 9 millimeter semi-automatic pistol with a gray finish and inscribed with the serial number 333756. This was case number 997.

Sample Formatted Enter (Call Format with LFR.FER.):

```
L * ER   TMP CONFISCATED FROM 2 JUVENILES 1600 051593
DOT* 051593 FIN GY MAK* MAF MOD LASALLE   CAL* 9   TYP* PI
SER* 333756
MIS 9MM GRX.                T
OCA 997   ORA* PD PEORIA IL   ENT* ALC   OPR* TW
```

*REQUIRED FIELD.

COMMENTS:

An NCIC Recovered Gun record has no MIS Field as well as no FIN Field, but those fields of data are included here to better help identify the weapon in the LEADS record. Note that the MAK code "MAF" does not resemble the model name "LaSalle", which is manufactured by "Manufrance".

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STOLEN/RECOVERED GUNS (19)

VII. FIELD DESCRIPTIONS AND CODES

A. FIELD DETAILS

The following pages provide a detailed description and specifications for each of the 18 data fields found in LEADS Gun File records and messages. Each field is described in a standard, 11-paragraph format labeled A through L. Once you become familiar with the format, you should be able to quickly locate specific information about any field.

B. SUMMARY/INDEX

On the opposite side of this card is a summary and index for all Gun File data fields. The columns of the summary/index are identified by letters which correspond to the paragraph labels on the detail pages. For many situations, the summary may provide the answers to your questions without referring to the details.

C. CODES

The codes used in a particular field are included in a table immediately following the corresponding Field Description. Refer to column Y on the next page for code table page numbers.

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GUN FILE DATA FIELD SUMMARY / INDEX

A.	B.	X.	Y.	C.	D.	E.	G.1	G.2	G.3	H.
	GUN-	PAGE #	GUN-	NO. OF	CHAR-					
	FIELD	FOR	# FOR	POSITIONS	ACTER	USED	WHEN MODIFYING, YOU MAY			
FIELD NAME	CODE	DETAILS	CODES	(LENGTH)	TYPES	WITH	ADD	CHANGE	DELETE	ENTER?
Message Key/Record Label	MKE	38	39	3-5	C	Yes	N/A	No	No	Yes
Temporary Info. for Enter	TMP	40	--	to 49	L,N,P	N/A	N/A	N/A	N/A	No
Date of Theft/Recovery	DOT	41	--	6	N	No	N/A	Yes	No	Yes
Finish or Color	FIN	42	42	2	C	No	Yes	Yes	Yes	No
Make or Country Where										
Manufactured	MAK	44	48	3 or 2	C	Yes(2)	N/A	Yes	No	Yes
Model	MOD	85	--	to 11	L,N	No	Yes	Yes	Yes	No
Caliber	CAL	86	--	1-4	N	Yes(3)	N/A	Yes	No	Yes
Type/Description	TYP	88	89	1 or 2	C	No	N/A	Yes	No	Yes
Serial Number	SER	93	--	to 11	L,N	Yes(4)	N/A	Yes	No	Yes
Miscellaneous (Permanent)	MIS	96	--	to 22	L,N,P	No	Yes	Yes	Varies	Varies
Miscellaneous (Temporary)	T	100	--	to 34/49	L,N,P	No	N/A	N/A	N/A	No
Originating Authority's Case #	OCA	101	--	to 9/36	L,N,P	No	Yes	Yes	Yes	No
Originating Authority's Agency										
Entering Terminal CDC	ORA	102	--	8-25	L,N,P	No	N/A	Yes	No	Yes
Entering Terminal Operator's	ENT	103	--	3	C	No	N/A	No	No	Yes
Initials/ID	OPR	104	--	2	L,N	No	N/A	No	No	Yes
Time of Entry	TME	105	--	4	N	No	N/A	No	No	N/A
Date of Entry	DTE	106	--	6	N	No	N/A	No	No	N/A
NCIC Record Index Number	NIC	107	--	10	C,N	Yes	N/A	No	No	N/A
LEADS Record Index Number	LDS	108	--	8	C,N	Yes	N/A	No	No	N/A

(1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.
P = Certain punctuation marks and special characters.

(2) LEADS requires an exact match on MAK for a hit; NCIC requires a match on only a few MAK codes.

(3) LEADS ignores CAL when searching for hits; NCIC uses CAL to a very limited degree.

(4) LEADS requires an exact match on SER for a hit; NCIC ignores embedded letters.

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STOLEN/RECOVERED GUNS (19)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Message Key/Record Label
- B. FIELD CODE: MKE
- C. FIELD LENGTH: Message keys are 3-5 positions free-form; 2-4 positions with the formats. LEADS record labels range from 6 up to 17 characters in length.
- D. CHARACTER TYPE(S) ALLOWED: Specific letters, numbers, and the hyphen (-).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:

ADDED? N/A

CHANGED? No*

DELETED? N/A

* When a record is entered, certain information is stored in the record based on the particular message key used for the enter message. The message key serves to "label" the record as a stolen or recovered gun, or as a "located" record. If the suffix (-P) to the basic enter message key is used, additional label information will be stored with the record. Changing the label information for a record already on file requires voiding the original record as explained in Section X of this chapter.

- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: A message key is the first field of every message sent to LEADS. It tells the computer what kind of message you have sent it (inquiry, enter, etc.) and what file(s) are to be involved (only LEADS Guns or LEADS and NCIC Guns).

Every hit response message includes a record label which indicates what kind of a record has been hit. The enter (and locate) message key used to put the record on file determines what the record label says.

When entering a record, you may add the caution indicator suffix (-P) to the message key to denote that you want the stolen gun held for fingerprinting upon recovery. This suffix causes a special warning to appear in a LEADS hit message as part of the record label when the record is inquired upon. This serves to warn the inquiring operator and officer.

MESSAGE KEY/RECORD LABEL (MKE) (Continued)

K. ALLOWABLE DATA AND EDITS:

Allowable Data -- The message key for a Gun File message must be taken from the following table:

GUN FILE MESSAGE KEY TABLE

<u>MESSAGE TYPE</u>	<u>TO CALL CRT SCREEN FORMAT</u>	<u>BASIC MESSAGE KEYS (1)</u>	
		<u>STOLEN</u>	<u>RECOVERED</u>
<u>INQUIRY</u>			
LEADS & NCIC	LFR.FINQ.	LZG	LZG
<u>ENTER</u>			
LEADS & NCIC	LFR.FEG./LFR.FER.	LEG	LER
Hold for Prints	LFR.FEG.	LEG-P	(N/A)
Training Only	LFR.FEG.	LTGE	LTGE (2)
<u>CANCEL</u>			
TRAINING CANCEL	LFR.FCANC.	LCG	LCR
	LFR.FCANC.	LTGC	LTGC (2)
<u>VOID</u>			
	LFR.FVOID.	LXG	LXR
<u>MODIFY</u>			
TRAINING MODIFY	LFR.FMOD.	LMG	LMR
	LFR.FMOD.	LTGM	LTGM (2)
<u>LOCATES</u>			
LEADS	LFR.FMOD.	LMG	(N/A)
NCIC (no LEADS)	(none)	LLG	(N/A)

- (1) WHEN USING SCREEN FORMATS -- The upgrade CRT screen formats generally provide the first one or two characters of the message key. When using a key from the table above, do not repeat the characters which have been provided in the format. For example, the message key listed above for cancelling a stolen gun is LCG. The LFR.FCANC. format provides the LC. Therefore, you should only type in the G to complete the message key.
- (2) TRAINING MESSAGE KEYS -- Both Stolen and Recovered Gun records use the same training keys for Entering, Cancelling, and Modifying. This only applies to records entered for training purposes.

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STOLEN/RECOVERED GUNS (19)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Temporary Information for Enter Message (LEADS only)
- B. FIELD CODE: TMP
- C. FIELD LENGTH: Up to 49 positions.
- D. CHARACTER TYPE(S) ALLOWED: All types. Only the period (.) is NOT permitted except to end the field in a free-form message.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:

ADDED? N/A

CHANGED? N/A

DELETED? N/A

The data placed in this field is not stored in the computer file. Therefore, it cannot be modified.

- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: The information entered in this field appears only in the Enter Acknowledgment Message that is retained in your agency's Active Message File. Administrative data of value only to your agency should be keyed into this field.

- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Any free-text notes or statement.

Edits -- None.

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STOLEN/RECOVERED GUNS (19)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Date of Theft/Date of Recovery
- B. FIELD CODE: DOT (See L. NOTES: 1 below.)
- C. FIELD LENGTH: Always 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numbers only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Denotes the date that the stolen gun was reported stolen or the date that the "recovered" gun was found, regardless of when the record was entered into the file.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Any date in Month/Day/Year format. May 21, 1993, would be coded 052193.
- Edits -- Date must be 6 numerics; valid in terms of the month, day and year combination being a possible date (157280 is impossible); and cannot be more recent in time than the date of entry into the computer. For example, if the record is being entered on 111493, the DOT cannot be 111593.
- L. NOTES: 1. In a hit message on an NCIC Recovered Gun record, the field labeled DOT/ is blank (empty). The date of recovery appears opposite the OCA/ Field Code. In a LEADS Recovered Gun hit, the date of recovery appears opposite the DOT/ Field Code as you would expect.

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STOLEN/RECOVERED GUNS (19)

FIELD DESCRIPTION

- A. FIELD NAME: Finish or Color (at the time of theft or recovery)
- B. FIELD CODE: FIN
- C. FIELD LENGTH: 2 positions for LEADS codes; 3 positions for NCIC codes.
- D. CHARACTER TYPE(S) ALLOWED: Specific alphabetic codes. NCIC always converts the letter O to a zero (Ø).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? Yes CHANGED? Yes DELETED? Yes
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To describe the general finish or color of the gun as it appeared at the time of theft or recovery.
- K. ALLOWABLE DATA AND EDITS:

LEADS Record -- LEADS provides a separate, 2-position field labeled FIN/. Use of this field is optional. (See L. NOTES.) However, if it contains data, the data must be one of the codes in the following table:

FINISH CODES FOR LEADS (not NCIC) GUN RECORDS

<u>FIN</u>	<u>Description of Gun's Finish</u>
BL	Blue
GD	Gold Plated
GY	Gray
NK	Nickel, Chrome, Stainless Steel, or Silver Plated

NCIC Record -- NCIC does not provide a separate field for finish or color. Instead, color information, if available, consists of one or more of the vehicle or boat color codes being placed in the MIS Field. See the VCO codes in Volume 1, Vehicles or the BCO codes in Volume 2, Boats. Details on how finish or color is to be shown in the MIS Field are given on page GUN-97.

Decorative Engraving/Inlay -- When describing a gun that is decoratively engraved and/or inlaid, use the MIS Field to first list the color then a slash (/) followed by the code ENGR, for example, SIL/ENGR.

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STOLEN/RECOVERED GUNS (19)

FINISH OR COLOR (AT THE TIME OF THEFT OR RECOVERY) (FIN) (Continued)

L. NOTES:

R E C O M M E N D A T I O N

When entering a record, skip the LEADS FIN Field. (What you enter there will not be seen out-of-state in the NCIC record.) Instead, follow the NCIC procedures for entering color information in the MIS Field as described on page GUN-97. This will appear in both the LEADS and NCIC records.

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STOLEN/RECOVERED GUNS (19)

FIELD DESCRIPTION

- A. FIELD NAME: Make or Country Where Manufactured
- B. FIELD CODE: MAK
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Three-letter MAK codes (page GUN-48) or two-letter country-where-manufactured codes (Volume 1, Vehicles, country codes).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes. MAK is required for all Gun File inquiries. To produce a hit, LEADS requires an exact match on MAK. NCIC requires a match only on a few popular makes. See Section II of this chapter.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Make or manufacturer's name taken from the frame or receiver only, except for U.S. Military-issue weapons. The MAK may aid in the identification of a gun and, in some cases, reduces the number of possible hits retrieved by an inquiry search. The MAK Field should contain a 3-letter code for the make or manufacturer of the gun. When the make is unknown but the country where it was manufactured is known, the field should contain a 2-letter code for the appropriate country. When entering a record, MAK is one of the fields used to determine if a duplicate already exists on the LEADS or NCIC file.
- K. ALLOWABLE DATA AND EDITS:
1. Make Known -- When the name of the make/manufacturer is known, enter the appropriate 3-letter code from the table beginning on page GUN-48.
 2. Make Known, But Not Listed -- Except for U.S. Military-issue weapons, if you cannot find the manufacturer's name in the table beginning on page GUN-48, enter the code ZZZ in the MAK Field. In addition, give the make name in the MIS Field if there is enough room.

CAUTION: ZZZ may not be used in a Recovered Gun record!

MAKE OR COUNTRY WHERE MANUFACTURED (MAK) (Continued)

K. ALLOWABLE DATA AND EDITS (Continued)

3. U.S. Military-Issue -- For a firearm (including any surplus weapon) that is a U.S. Military-issue weapon, use the MAK Field code USA.

Common U.S. Military-issue weapons are:

- .45 caliber and/or 9 mm U.S. Submachine Guns:
M1, M1A1, M1928, M1928A1 (Thompson),
M50, M55 (Reising), M42 (United Defense),
M3, M3A1 ("Grease Gun")
- .45 caliber U.S. (Colt) Pistols, M1911 and 1911A1
- .45 caliber U.S. Revolvers, M1917
- .30 caliber U.S. Carbines, M1, M2, M3
- .30 caliber U.S. Rifles
Models 1892, 94, 96, 98 (Krag)
Models 1903 and 1903A3, etc. (Springfield)
M1 (Garand)
M1917 (Enfield)
- 7.62 mm U.S. Rifle, M14
- 5.56 mm U.S. Rifle, M16 and M16A1, etc.
- .30 caliber U.S. Machine Guns (including the BAR, etc.)
- .410 gauge and/or .22 caliber U.S. Survival Guns, M4 and M6

4. Non-Military U.S. Government Weapons -- For a non-military weapon bearing a U.S. Government property inscription and the manufacturer's name on the frame or receiver, use the manufacturer's MAK Field code from the table beginning on page GUN-48. For example:

Smith and Wesson or Colt revolvers bearing the inscription U.S. Border Patrol, Naval Investigative Service, U.S. Air Force, Treasury Department, etc.

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STOLEN/RECOVERED GUNS (19)

MAKE OR COUNTRY WHERE MANUFACTURED (MAK) (Continued)

K. ALLOWABLE DATA AND EDITS (Continued)

5. Country Where Manufactured Known; Make Unknown -- Except for U.S. Military-issue weapons, if the make of a firearm is unknown but the country where manufactured is known, enter the appropriate code for that country in the MAK Field and enter "MAK UNKN" as the first item in the MIS Field. The country codes to be used in the MAK Field should be taken from the License State/Country codes, Volume 1, Vehicles. If neither the make nor the country where manufactured is known, follow the instructions set forth in paragraph 6 below.

The code US should be entered in the MAK Field when all of the following conditions exist:

- (a) the make of the firearm is not known,
- (b) the country where manufactured is the United States,
- (c) the firearm is not a U.S. Military-issue weapon as described in paragraph 3 on the previous page.

6. Make, Country Both Unknown -- If the firearm (1) has a distinct point(s) of identification or is connected with a major criminal investigation, and (2) neither the make of the gun nor the country where it was manufactured is known, a stolen gun record can be entered provided the gun has a serial number. Place the code ZZZ in the MAK Field and note the distinct point(s) of identification or connection to major criminal investigation in the MIS Field. If neither of the two conditions noted above is present, MAK UNKN should be placed as the first item in the MIS Field.

CAUTION: MAK/ZZZ cannot be used in a Recovered Gun record.

7. Foreign Military Weapons -- Foreign military firearms should be coded according to the make of the firearm. If the make is undeterminable, code according to country where manufactured. If neither the make nor the country where manufactured is known, follow the instructions in paragraph 6 above.

SUGGESTIONS FOR USING THE GUN MAKE TABLE

- The table is in alphabetical order by Gun Make, Brand, Model or Trademark and not by MAK code.
- When looking for a make name that begins with initials such as E. C. Meacham, ignore the periods and/or spaces and pretend the make is "Ecmeacham. Look this up alphabetically, and you will find E. C. Meacham between makes Eclipse and Ed Agramonte. The alphabetizing scheme used ignores all periods and spaces, treating multiple-word names as one long word. (Other schemes would put E. C. Meacham ahead of Eclipse and even ahead of Eagle.)
- The country of manufacture is set off by double hyphens, i.e., --US--. A particular gun that is made in more than one country will have a series of country codes separated by a "/".
- To translate a country of manufacture code, turn to License State/Country codes, Volume 1, Vehicles.
- The statement "MAK was ..." means that NCIC has changed the MAK code. The old code is listed following "MAK was" because that code may appear in a hit on a record entered before NCIC changed the code. For all new record entries and modifications, use only the code that appears in the MAK column to the left of the make name.

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

ALD AAA/AAA Model 1919--SP--(Trademark of Aldazabal. MAK was AAA.)

AAC AA Arms Corp.--US--(Mint Hill, NC.)

AZA AA Modelo 1916--SP--(Model of Arrizabalaga & Azanza. MAK was ARR.)

ABD A. B. Distributors--US--

ABC A & F (Abercrombie & Fitch)--IT/WG--(Importer only.)

FAG A. Fagnus--BG--(Mfr. of revolvers & pistols.)

IAG AG--IT--(See Galesi.)

GOA A. Gilon--FN--(Mfr. of Velo-Dog revolvers.)

FOX A. H. Fox (Sterlingworth)--US--(Double-barrel shotguns.)

AUB A. J. Aubrey--US--(Mfd. for Sears.)

CRE A. J. Rummel Arms Co. (Rummel)--US--(Mfd. by Crescent. MAK was RUM.)

AJD A. Joseph Defourny--BG--

MDI AKM--EY--(Model of Maadi.)

KUS A. Krausser--GE--(Not Iver Johnson.)

BEN AMR Model--IT--(Model of Bernardelli.)

AMT AMT (Arcadia Machine & Tool)--US--(Mfr. of frames and stainless pistols.)

ARS A. R. Sales Co.--US--(Mfr. of .45 pistol frames.)

STR A. Stroeger (Do not confuse with Stoeger Arms.)

ATC ATC--SP--

AAS A. T. I. S. (Armi Atis)--IT--(Mfr. of shotguns. MAK was IAT.)

SCH A. W. Schwarzlose--AU--

ZOI A. Zoli/Antonio Zoli--IT--(Mfr. of shotguns. Not to be confused with Angelo Zoli.)

ABE Abadie--PT--

ABC Abercrombie & Fitch (A & F)--IT/WG--(Importer only.)

ABM Abesser & Merel--GE--

HR Abiline Centennial--US--(Mfd. by Harrington & Richardson.)

SSS Abiline Marshal--WG--(Mfd. by J. P. Sauer & Sons.)

ACC Accu-Tec--US--(Chino, CA)

CLT Ace--US--(Model of Colt. MAK was ACE.)

ACH Acha/Acha Hermanos--SP--

ACI Acier Comprime--SP--

ACK Ackley, P. O.--US--(Mfr. of rifles. Importer.)

DVT Acme--US--(Brand of Davenport. MAK was CME.)

ST Acme Arms Co.--US--(Subsidiary of Stevens.)

ACT Action/Action 1920 Model--SP--(Made by Modesto Santos.)

ACL Action Arms Ltd.--EN--(Importer for Britarms of England.)

ADA Adams--EN--

ADL Adler/Adlerwaffenwerke--GF--(MAK was ADW.)

ADV Advanced Armaments, Inc.--US--

AVA Advantage

ATG Advantage Arms--US--(St. Paul, MN)

AET Aetna Arms Co.--US--

AGW Agawam Arms--US--

AGM Agramonte, Ed--US--(Importer only.)

AGR Agristin-Farar-Espana--SP--

ADC Aguirre, Pedro Arosa--SP--(Mfr. of shotguns.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

AGT Aguirre y Aranzabal--SP--

AGU Aguro--SP--

AIK Aiken, Henry--EN--

USA Aircraft Armaments Corp.--US--

CLT Aircrewman--US--(Mfd. for USAF.)

CRE Ajax--US--(Mfd. by Crescent. MAK was AJX.)

MED Ajax Army--US--(Mfd. by Meacham. MAK was AJA.)

ALB Akah--GE--(See Albrecht Kind.)

AKT Akliengesellschaft--CK--

ALM Alamo--US/SP/WG--(Also brand name of Stoeger on Rohm revolver and Alamo Leather Co. on High Standard revolver.)

HOD Alaska--US--(Brand name of Hood Firearms Co. MAK was AKA.)

STQ Albin Wall--GE--(See Stern.)

ENF Albion--EN--(See Enfield.)

ALB Albrecht Kind--GE--(Distributor/Importer.)

ALD Aldazabal--SP--

ADS Aldens (Chieftan)--US--(Mfd. by Savage.)

UBE Aldo Uberti--IT--(Mfr. of revolvers.)

HOD Alert--US--(Brand name of Hood Firearms Co. MAK was ALR.)

HAA Alex--US--(Brand of Hopkins & Allen. MAK was ALX)

MRA Alex Martin, Ltd.--EN--(Distributor/Importer.)

AJO Alexander James Ordnance--US--

STX Alexander Stocking & Co.--US--

ALX Alexia--US--(Mfr. of revolvers.)

HOD Alexis--US--(Brand of Hood Firearms Co. MAK was ALX.)

ALF Alfa--BG/SP/GE--(Trademark of Adolf Frank Co.)

ALF Alfaro--BG/SP/GE--(Trademark of Alfa.)

ALA Alkar/Alkartasuna--SP--(Brand names of Alkartasuan Fabrica De Armas. MAK was ALK.)

ALA Alkartasuan Fabrica De Armas--SP--

HAA Allen--US--

ALN Allen--IT--

IAL Allen American--IT--(Imported shotguns.)

ALE Allen, Ethan, & Co.--US--

HAA Allen & Thurber--US--(Mfd. by Hopkins & Allen. MAK was ALT.)

ALW Allen & Wheelock--US--

ALS Allied Arms--US--

ALL Allies--SP--

PER Alonzo D. Perry--US--

FCL Alpine--EN--(Mfd. by Firearms Co., Ltd.)

AMR Amadeo Rossi & Co.--BZ--

BOI Amantino, E. R.--BZ--(Previously Boito. Guns are now marked ERA.)

WAT Amelung--BG--(Model of Warnant.)

BLG America--US--(Brand name of Bliss & Goodyear.)

AMA America S.A.--DR--

AER American Arms--US--(North Kansas City, MO)

AAM American Arms & Ammo--US--

AM American Arms Co.--US--

AAR American Arms, Inc.--US--(Garden Grove, CA)

AAI American Arms International, Inc.--US--(Salt Lake City, UT)

CRE American Barlock Wonder--US--(Made by Crescent for Sears. MAK's were AMG & ABW.)

TOW American Boy--US--(Brand name of Townley Metal Co. MAK was AME.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

BRO American Browning--US--(MAK was ABG.)
IJ American Bulldog--US--(Brand of Iver Johnson.)
AMC American Club--US--(Mfr. of shotguns.)
AMF American Craftsmen--US--
HR American D.A.--US--(Model of Harrington & Richardson.)
AMJ American Derringer Co.--US--(Waco, TX)
AMD American Derringer Corp.--US--(Distributed by Early & Modern Firearms.)
NOB American Eagle--US--(Brand name of Noble. MAK was AML.)
AMH American Firearms Corp.--US--
AFM American Firearms Mfg. Co.--US--(.38 single-shot derringer and stainless .25 automatic.)
CRE American Gun Co.--US--(Brand of Crescent. MAK was AMG.)
AIM American Import Co. (Taico)--WG/IT/PI--(Importer only.)
AII American Industries, Inc.--US--(Manufactures the Model Calico.)
AMW American S & W--SP--
AMI American Standard Tool Co.--US--(Mfr. of revolvers.)
AMM American Steam Works--US--
THE American, The--US--
AWC American Weapons Corp.--US--(Importer.)
ACS Amerigo Cosmi--IT--
AMN Ames, N. P.--US--
AMS Amsden, R. W.--US--
AMU Amuategui, Martin--SP--
ANC Anciens Establishments Pieper--BG--
EXT Ancion-Marx--BG--(Mfr. of Extracteur. MAK was ACM.)
BNE Andrea Benetti--IT--
FYR Andrew Fyrberg & Co.--US--(Early mfr.)
AND Andrus & Osborn--US--
BAO Angelo & Emelis Boniotti--IT--
ANZ Angelo Zoli--IT--(Not to be confused with Antonio Zoli.)
ANS Anschutz--WG--
ANS Anschutz/Savage/Anschutz--WG--(Rifles imported by Savage.)
ANY Anson & Deeley--EN--(Mfr. of shotguns.)
AZC Antonio Aspiri--SP--(Mfr. of pistols, see Colon B. H.)
ERR Antonio Errasti--SP--
ZOI Antonio Zoli--IT--(Mfr. of shotguns.)
OVO Apache--SP--(Made by Ojanguren & Vidoso. MAK was APA.)
APC Apache--US--(Mfr. of .45 carbines.)
APH Apaolozo/Apaolozo Hermanos--SP--
HOH Apex--EN--(Model of Holland & Holland.)
APL Apollo--WG/AU--(See Voere.)
ARV Aramberri, Victor, & Sons--SP--
ARA Arana y Cie--SP--(Mfr. of revolvers.)
AMT Arcadia Machine and Tool--US--
ACA Arcoa--US--(See Arms Corp. of America. MAK was ARC.)
AOA Areito-Auriena--SP--
AT Argentina--AT--(Code by country if make is underterminable. MAK was AGN.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

ARG Argler
ARI Arisaka--JA--(MAK was JA.)
MAU Aristocrat--WG--(Rifle model of Mauser.)
ARJ Aristocrat--US--(Brand name of Supple-Biddle Hdw. or model of Stevens.)
ARK Arizaga, Caspar--SP--(Mfr. of shotguns.)
ARE Arizaga, Eusebio--SP--
ARK Arizaga, Gaspar--SP--(Mfr. of shotguns.)
ARZ Arizmendi, Francisco--SP--
ANO Arizmendi, Norberto--SP--
ARZ Arizmendi y Goenaga--SP--
AYZ Arizmendi y Zulaica--SP--
AAK Arkawa Kogyo K. K.--JA--(Mfr. of rifles.)
ARF Armaf S. A.--BG--
--- Armalite
CAC AR-7--US--(Mfd. by Charter Arms Corp. MAK was AAL.)
CLT AR-15--US--(Mfd. by Colt. MAK was ARM.)
HWA AR-180--JA--(Mfd. by Howa. MAK as ARL.)
STL AR-180--EN--(Mfd. by Sterling. MAK was ARL.)
AAL All other Armalite models (Use AAL only when model is other than listed.)
ARH Armament Technology Corp.--US--
GAV Armand Gavage--BG--
BOZ Armas Bost--SP--
ERI Armas Erbi--SP--
GIM Armas Gib-Maximo--SP--
MRX Armas Marixa--SP--(Mfr. of shotguns. MAK was AMX.)
WAL Armee (Pistol)--GE--(Model of Walther.)
RGA Armee Model--AU--(Mfd. by Roth Gasser. MAK was ARD.)
ARQ Armera--SP--
AEC Armeria El Cazador--UY--
ALC Armeria El Ciervo--UY--
AAS Armi Atis S.R.L.--IT--
FBR Armi Fabri--IT--(Mfr. of shotguns.)
IAG Armi Galesi--IT--(Do not confuse with Rigarmi.)
GUT Armi Guiseppe Tanfolglio--IT--(Mfr. of pistols. MAK was ITT.)
JAE Armi Jaeger/Armi Jager--IT--(Imported by Navy Arms Corp.)
SBI Armi Sabatti--IT--(Mfr. of shotguns.)
ASM Armi San Marco--IT--(Replicas of antiques.)
ASP Armi San Paolo--IT--
ATZ Armi Tecniche de Emilio Rizzini--IT--(Bressicia, Italy)
ARC Armigas-Comega--IT--
ARM Arminex--US--(Scottsdale, AZ.)
ARN Arminius--WG--(Not a make, but a brand mfd. by Herman Weihrauch, F. I. E. & others.)
AIN Armitage International--US--(Seneca, SC. Mfr. of 9mm. Scorpion and Scarab pistols.)
AGC Armory Gun Co.--US--(Mfr. of shotguns.)
IAR Armotecnia--IT--(Mfr. of shotguns.)
ACA Arms Co.--US--(Same as Arms Corp. of America. MAK was ARO.)
ACA Arms Corp. of America--US--(Mfr. of pistols. MAK was ARO.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

ACP Arms Corp. of America--US--(Baltimore, MD)
 ATH Arms Technology--US--
 ACA Armsco--US--(Same as Arms Corp. of America. MAK was ARO.)
 ACR Armscor--SF--
 APR Armscor Precision--US--
 AMP Armsport--IT--(Importer.)
 USA Army (U. S.)--US--(Military-issue weapons. Each weapon has its own mfr.)
 ADC Arosa Aguirre, Pedro--SP--(Mfr. of shotguns.)
 MAY Arquebusier--SZ--(Model of Mayor.)
 AZB Arrieta & Azcoaga--SP--(Imported by Galesi.)
 ARP Arriola--SP--
 AZA Arrizabalaga & Azanza--SP--(MAK was ARR.)
 ACO Arrizabalaga, Calixto--SP--(MAK was ARR.)
 EAS Arrostequi, Eulogio--SP--
 TUA Arsenal de Tula--SX--
 CRE Artic--US--(Brand of Crescent.)
 ART Artigis--GE--
 NE Artillerie Inrichtigen--NE--(Military arsenal.)
 ATA Artistic Arms--US--(Mfr. of rifles.)
 ARU Arva--SP--
 ASC Ascaso, F.--SP--
 ZAA Ascensio Zabala--SP--
 ASH Ashton (P. H. or W.)--SP--
 AZC Aspiri, Antonio--SP--(Mfr. of pistols, see Colon B. H.)
 ASO Aston (W. or H.)--US--
 AST Astra--SP--
 AST Astra Unceta y Cia--SP--
 SKB Athena--JA--(Mfd. by SKB Firearms, CO.)
 AGL Atkin, Grant & Lang--EN--
 ATL Atlas--SP/IT--(Importer/Distributor.)
 FEG Attila--HU--(Auto-loading pistol, mfd. by Feg Union. MAK was ATT.)
 AUB Aubrey, A. J.--US--(Mfd. for Sears.)
 MDA Audax--FN--(Brand D'Armes des Pyrenees. MAK was AUD.)
 FRG August Francolette Co.--US--
 FTR August Francotte--BG--(Mfr. of shotguns.)
 ME August Menz--GE/WG--(MAK was AUG.)
 SHN August Schnle--GE--(Also see Reform.)
 AGS August Schuler--GE--
 AUA Aurora--SP--
 SHN Auslands Patent--GE--(Trademark of Schnle, also see Reform.)
 ASN Austen--AS--(Military weapons, see Sten. MAK was STN.)
 AS Australia--AS--(Code by country if make is undeterminable.)
 ATR Australian Arms--AS--
 AS Australian Automatic--AS--(MAK was ATS.)
 STU Australian Automatic Arms--AS--(Tazmania, Australia)
 AU Austria--AU--(Code by country if make is undeterminable. MAK was AUS.)
 AUQ Auto Mag--US--(See T.D.E. or Jurras.)
 AOC Auto-Ordnance Corp.--US--(Mfr. of submachine guns & semi-automatic rifles.)
 UNV Auto-Wing--US--(Shotgun model of Universal.)
 AUR Autograde--FN--

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

AUO Automatic Arms--US--(SC)
 AUM Automatic Model 1924--SP--
 AUP Automatic Pistole ZKP--CK--(Military weapons.)
 AUT Automatique Francaise--FN--(See Societe D'Armes.)
 AVT Avant Industries--US--
 ANG Avenger (Revolvers.)
 AVI Avion/Avion Pistolet--SP--(Made by Azpiri.)
 AGT Aya--SP--(Shotguns only. MAK was AYA.)
 AZA Azanza & Arrizabalaga--SP--(MAK was ARR.)
 AZB Azcoaga & Arrieta--SP--(Imported by Galesi.)
 AZC Azpiri/Antonio Azpiri--SP--(Mfr. of pistols, see Colon B. H.)
 ARK Azul--SP--(Mauser Copy) (Model of Arizaga. MAK was AZL.)
 BA BA--SP--
 BAC B. A. Co.--US--(Bacon Arms Co.)
 USA BAR (Browning Auto Rifle)--US/GE/BG--(Various mfrs., military-issue weapons. MAK was BAR/BAP/FNB.)
 BCA B. C. Automatic--SP--
 BFA B. F. Arms Manufacturer--US--
 JSN B. F. Joslyn--US--(Mfr. of Civil War rifles.)
 BHP B. H.--SP--
 BHA B & H Small Arms--US--(Mfr. of handguns and rifles.)
 BII BII Sales--US--
 BM BM--SX--(Mfr. of shotguns.)
 SMC B. M. & S. Special--US--(Brand name of L. C. Smith Gun Co. MAK was BMS.)
 BSS BS or B/S (MAK was BS.)
 BSA BSA (Birmingham Small Arms)--EN--
 BSF B. S. F.--GE--
 BSW BSW Selbstlader--GE--(Mfd. by Berlin Suhler Waffen.)
 MAU BYF--GE--(German code marking for Mauser.)
 BAB Baby--BG/SP--(Various mfrs.)
 FEG Baby--HU--(Model of Frommer.)
 FNB Baby Browning--BG--
 BAY Baby Dragoon--US/SP--(Various mfrs. including Colt in early 1800's.)
 BH Baby Hammerless--US/BG--(Model of Sedgley or various other manufacturers.)
 BAC Bacon (Mfg. or Arms Co.)--US--
 HOH Badminton--EN--(Model name of Holland & Holland. MAK was BAN.)
 BHI Bahia--SP--(Two-barrel pistols.)
 BKL Baikal--SX--(Mfr. of shotguns.)
 BAI Bailey, Thomas--US--
 SMC Baker--US--(Brand name of L. C. Smith Gun Co.)
 BAK Baker Gun Co.--US/BG--(Imported or mfd. by Crescent.)
 BAW Baldwin Co.--US--(Mfr. of shotguns.)
 BLD Ball & Williams--US--(Mfd. by C. H. Ballard. MAK was BWS.)
 BLD Ballard, C. H.--US--(Mfr. of Civil War rifles.)
 MAR Ballard (Rifle)--US--(Model of Marlin.)
 BAF Ballard & Fairbanks--US--
 HIS Ballester-Molina--AT--(Mfd. by Hafdasa. MAK was BAL.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

BAD Ballester-Riguard--AT--(MAK was BAL.)

BAM Baltimore Arms Co.--US--

BUP Bang Up--US--(Trade name Graham & Haines Co.)

BER Bantam--IT--(Model mfd. by Beretta.)

BRT Barrett Firearms Manufacturing--US--(50 caliber rifles -- Murfreesboro, TN)

BAE Barker, T.--US/BG--(Sold by Crescent, H & D Folsom, and Iver Johnson.)

BUQ Baroness--US--(Mfd. by Butler Associates, Inc.)

BAG Barrenechea & Gallestegue--SP--(Auto pistols.)

BNM Bascaran, Martin A.--SP--

BAS Basculant--SP/BG--

ECE Basque--SP--(Model of Echasa. MAK was BAQ.)

BAT Batavia/Batavia Leader--US--(Model of Crescent or Baker.)

BAU Bauer Firearms Corp.--US--(Mfr. of pistols.)

BRL Bauer, Karl--GE--(Distributor.)

BKA Bauska Arms--CK--(Mfd. in Czechoslovakia, imported to the US.)

HR Bay State--US--(Model of Harrington & Richardson. MAK as BAA.)

HBJ Bayard--DK--(Made by Haerens Tojhus.)

ANC Bayard/Bayard Bergmann--BG--(Made by Anciens Establishments Pieper.)

BSF Bayerische Sportwaffenfabrik--GE--

--- Bayonne (Not a brand, city in France.)

SR Bearcat--US--(Model of Sturm, Ruger & Co.)

BEA Beaumont-Vitali--NE--

BCK Becker--GE--(Mfr. of shotguns.)

BEC Becker & Hollander--GE--

BBE Beebe Arms Co.--US--(Brand of Marlin or Remington.)

BMN Beeman--US--

BEE Beesley--EN--

BEC Beholla--GE--(Brand of Becker & Hollander. MAK was SEL.)

SSS Behorden--GE--(Model of Sauer.)

BEI Beistegui--SP--

BEI Beistegui-Hermanos--SP--(Spanish for Beistegui Brothers.)

BJA Belategui, Juan Antonio--SP--

FNB Belgian Browning--BG--(MAK was BBR.)

BG Belgique/Belgium--BG--(Code by country if make is undeterminable. (MAK was BEL.)

--- Belknap Hardware

SAV Model B-63--US--(MAK was BHE.)

SAV Model B-64--US--(MAK was BHE.)

SAV Model B-65C--US--(MAK was BHE.)

SAV Model B-68--US--(MAK was BHE.)

SAV Model B-963--US--(MAK was BHE.)

SAV Model B-964--US--(MAK was BHE.)

SAV Model B-967--US--(MAK was BHE.)

BHE All other models--US--(Use BHE only when model is other than listed.)

LBU Belleri, Luigi--IT--

CRE Bellmore Gun Co.--US--(Brand of Crescent. MAK was BEM.)

BJT Bellmore-Johnson Tool Co.--US--

BTF Belmont Firearms--EN--(Mfr. of shotguns.)

BEJ Ben Franklin--US--

BNL Benelli S.P.A.--IT--(MAK was BIS.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

RET Benemerita--SP--(Brand of Retolaza. MAK was BET.)

BTA Benet Arms--US--(Importer.)

BNE Benetti, Andrea--IT--

BJM Benjamin--US--(Mfr. of air guns. MAK was BEJ.)

BEJ Benjamin Franklin--US--

BZA Berasaluze Areitio Aurtena--SP--(Mfr. of pistols.)

BBC Berben Corp.--US--(Importer of Beretta.)

BEF Berdan--SX/US--(Early arms mfr.)

BEQ Berent Steel Co.--US/IT/WG--(Importer only.)

BYC Berestian & Cia--SP--

BER Beretta (Industria S.A.)--BZ--

BER Beretta (P. or Pietro)--IT--

FII Beretta USA Corp.--US--(Formerly F.I. Industries.)

BEB Bergereon--FN--

BEG Bergmann-Schmeisser--WG--(MAK was BEH.)

BEG Bergmann, Theodor--GE/BG--

BEK Berkshire--US--

BSW Berlin Suhler Waffen--GE--

BEN Bernardelli, Vincenzo--IT--

BEO Bernardon-Martin--FN--

BED Bernedo--SP--

BEW Berns Wholesale--US--(Importer/Distributor.)

AEI Bersa/Bersa Piccola--AT--(Made by Industria Argentina. MAK was BEP.)

BSL Bes-Tof-Al (Brand of shotgun.)

BSA Besa--EN--(Mfd. by BSA (Copy of two-barrel .37 machine gun.) MAK was BES.)

BSM Beschi, Mario--IT--(Mfr. of shotguns.)

FIP Best, The--US--(Mfd. by F.I.E.)

ROM Big D--WG--(Brand name of Rhoem Gesellschaft. MAK was BIG.)

BIJ Bijou--BG--

SQB Bingham, Squires--PI--(Mfd. by Squibman.)

DAE Bird Hunter--FR--(Model of Darne shotguns.)

SMC Birmingham Gun Depot--US--(Brand name of L. C. Smith shotguns. MAK was BGO.)

BSA Birmingham Small Arms (BSA)--EN--

CLT Bisley--US--(Model of Colt.)

SCR Bison--WG--(Brand of Herbert Schmidt. MAK was BIS.)

BIT Bittner, Gustav--AU--

BJO Bjorgum--NW--

VOE Black Forest--AU--(Model of Voere rifles.)

BRG Black Prince--US--(Brand name of Bridge Gun Co.)

SR Blackhawk--US--(Model of Sturm, Ruger & Co.)

TBS Bland, Thomas, & Sons--EN--

BJW Blaser Jagdwaffen gmbh.--GE--(Isny/Allgau, Germany)

BLG Bliss & Goodyear--US--

BJH Blue Hen--US--(Brand name of Jellico Hardware.)

HAA Blue Jacket--US--(Mfd. by Hopkins & Allen. MAK was BLJ.)

MSI Blue Mallard--IT--(Model of Masieri. MAK was BLM.)

BLC Blumenfeld Imports Co.--US--(Importer.)

BLU Blunt & Syms--US--

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

BOX Bock--FN--(Double-barrel pistols.)

EME Bodyguard--WG--(Mfd. by Gerstenberger & Eberwein. MAK was BGR.)

SW Bodyguard--US--(Model of Smith & Wesson. MAK was BGR.)

BW Bohmische Waffenfabrik--CK--(MAK was CZ.)

BOI Boito--BZ--(Shotguns and single-shot pistols.)

BOJ Bojho--YG--(Yugoslavian Army marks on Browning 1922.)

BOT Boltun--SP--

BOU Bolumburu, Gregorio--SP--

BNZ Bonanza--US--(Bacon Mfg. Co.)

BTF Bonehill, C. G.--EN--(Model of Belmont Firearms. MAK was BON.)

STA Bonifacio Echeverria--SP--(See Star. MAK was ECH.)

BAO Boniotti, Angelo & Emelis--IT--

BFC Bonnell Firearm Co.--US--

BOO Boone, Daniel--US--(Distributed by Belknap Hardware. Several mfrs.)

BOR Borchardt, Hugo--GE--

BOH Borchers--SP--

NOO Borealis (Brigadier W/Stock)--CD--(Model of North American Arms. MAK was BOE.)

BOS Boss & Co.--EN--

BOZ Bost--SP--

BBD Boston Bull Dog--US--

UAC Bostwick Braun--GE--(Shotguns mfd. by Union Arms Co.)

BWI Bowers Industries--US--(Mfr. of Defender carbines.)

BZD Bozard & Co.--EN--(Mfr. of shotguns.)

BRB Brandon--SP--

BRA Brazier--EN--

BZ Brazil--BZ--(Code by country if make is undeterminable.)

BDA Breda--IT--(Pistols.)

BRN Bren--CD/EN--(Submachine gun.)

--- Brescia (Not a make, city in Italy. MAK was BRE.)

BSC Brescia Armas--IT--

--- Brevet/Brevetto (Not a brand, means patent.)

BRV Brevettate Industria Armi--IT--(Shotguns.)

BVZ Brevez-AW (.410 gauge single-shot shotgun.)

BRG Bridge Gun Co.--US--(Mfd. by Shapleigh Hardware.)

USA Bridge Tool & Die Mfg. Co.--US--

HUN Bridgeport Arms Co.--US--(Brand name of Hunter Arms Co. MAK was BRP.)

NOO Brigadier--CD--(Mfd. by North American Arms. MAK was BRR.)

BER Brigadier (951)--IT--(Model of Beretta.)

HUN Bright Arms Co./Bright & Co.--US--(Brand name of hunter Arms Co. MAK was BGT.)

BOU Bristol--SP--(Model of Bolumburu. MAK was BRS.)

BRF Bristol Firearms Co.--US--

ACL Britarms of England--EN--(Imported by Action Arms Ltd. of Philadelphia, PA.)

LEH Britch--EN--(Model of Lee Enfield.)

EN British (or English)--EN--(Code by country if make is undeterminable. MAK was BRI.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

BTE British Enfield--(Military Surplus.)

BRX Brixia (Military Model)--IT--Italian copy of Walther.)

BRZ Brno Zbrojovka--CK--

BDH Broadhead Armory--US--(Wyandotte, MI)

ECE Broncho--SP--(Made by Echasa. MAK was BRH.)

FII Bronco--US--(Mfd. by F. I. Industries. MAK was BRC.)

BRK Brooklyn Arms Co.--US--

BRQ Browerduit--SP--

DIX Brown Bess (Grice)--EN--(Musket--Imported by Dixie Gun Works.)

TBB Brown Bess (Tower)--JA--(Replica.)

BRW Brown Mfg. Co.--US--

MOS Brownie (Pistol)--US--(Model of Mossberg.)

DVT Brownie (Rifle)--US--(Model of Davenport.)

BRO Browning Arms Co.--US/JA/BG--(MAK was BRD/FNB.)

BBN Bruno Bolognini--IT--(Gardone, Italy)

CSB Bruno Castellani--IT--(Mfr. of shotguns.)

AST Brunswig--SP--(Mfd. by Astra. MAK was BRU.)

HOD Brutus--US--(Mfd. by Hood Firearms Co. MAK was BTS.)

BRY Bryco Arms--US--

BUC Buchel--SZ--

BKG Buckeye Gun Co.--US--(Mfr. of shotguns.)

UBE Buckhorn Cattleman--IT--(Model of Uberti, see L. A. Distributors, Iver Johnson, or EMF Co.)

FHQ Buckskin--IT--(Shotgun, model of Franchi.)

BUD Buddie Arms Co.--US--

NMC Budischowsky TP-70--US--(Model of Noramco.)

GAA Buffalo--SP--(Made by Gabilondo.)

BYC Buffalo--SP--(Mfd. by Berestian & Cia. MAK was GAA.)

BFF Buffalo Arms Corp.--US--

BUA Buffalo Arms Corp.--US--(Tonawanda, NY)

SCR Buffalo Frontier--WG--(Brand of Herbert Schmidt. MAK was BUF.)

TOF Buffalo Scout--IT--(Mfd. by Francisco Tanfolgio.)

FIP Buffalo Scout--US--(Mfd. by F.I.E.)

SCR Buffalo Scout--WG--(Brand name of Herbert Schmidt.)

ECM Buffalo Scout--US/IT--(Imported by Excam.)

BUH Buhag--EM--

BUL Bulldog--US/EN/BG--(Various mfrs.)

COE Bulldozer--US--(Model of Connecticut Arms & Mfg. Co. MAK was BUZ.)

BUE Bullfighter--BG--

FW Bullseye Mfg. Co.--US--(Mfd. by Forehand & Wadsworth. MAK was BLY.)

BEI Bulwark--SP--(Model of Beistegui. MAK was BUK.)

CLT Buntline Scout--US--(Model of Colt, see EMF Co.)

BUG Burgess--US--

BUO Burgham--FN--

BUR Burgo/Burgsmueller, Karl--WG--(Importer/Distributor only. MAK was BUM.)

BND Burnsides--US--(Mfr. of Civil War carbines.)

BUS Buscher Strotmodell--GE--

BHT Bushmaster--US--(Mfd. by Gwinn Firearms.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

BUU Bussu--SP--
BUQ Butler Associates, Inc.--US--
BUT Butterfield, Jesse S.--US--

ACO C. Arrizabalaga--SP--(MAK was ARR.)
CBC CBC (Cia Brazileria De Cartuchos)--BZ--(MAK was CC.)
CDM CDM (Criterion Die & Machine Co.)--US--(Mfr. of handguns.)
HEE C. E. Heinzelmann--GE--(Handguns.)
BTF C. G. Bonehill--US/EN--(Model of Belmont Firearms. MAK was BON.)
HAL C. G. Haenel--GE--(Same as Haenel-Shmeisser. MAK was HAE.)
CH C. H.--SP--
IJ C. K. (Cactus Kid)--US--(Model of Iver Johnson.)
CNC COP, Inc.--US--
SHC C. S. Shattuck Arms Co.--US--
SHA C. Sharps & Co. (Sharps & Sons)--US--
FCW C. W. Franklin--BG--(Imported by H & D Folsom.)
SPW CYQ--GE--("CYQ" is coding on Spreewerk guns.)
CZ CZ--CK--(Short for Ceska Zbrojovka.)
IJ Cactus Kid--US--(Model of Iver Johnson.)
IJ Cadet--US--(Model of Iver Johnson.)
USA Cadillac Gage Co.--US--(Automatic weapons systems, mfd. for U.S. Military.)
AST Cadix--SP--(Model of Astra. MAK was CAX.)
CAF Cafeld--GE--(Mfr. of cane guns.)
AII Calico--US--(Mfd. by American Ind.)
CAL California Arms--US--
ACO Calixto Arrizabalaga--SP--(MAK was ARR.)
CAE Calvert, John--EN--
CWC Calwestco, Inc.--US--(Irwin, CA)
ARR Campeon/Campeon Patent--SP--(Model of Hijos de C. Arrizabalaga. MAK was CAM.)
CAG Campo Giro--BG/SP--(Made by Astra.)

--- Canadian Industries, Ltd. (C.I.L.)
SAV Model 212--US--(MAK was CIL.)
SAV Model 227--US--(MAK was CIL.)
SAV Model 233--US--(MAK was CIL.)
SAV Model 266--US--(MAK was CIL.)
SAV Model 401--US--(MAK was CIL.)
SAV Model 607--US--(MAK was CIL.)
SAV Model 607TD--US--(MAK was CIL.)
SAV Model 621--US--(MAK was CIL.)
SAV Model 621TD--US--(MAK was CIL.)
SAV Model 710--US--(MAK was CIL.)
SAV Model 725--US--(MAK was CIL.)
SAV Model 830--US--(MAK was CIL.)
SAV Model 850--US--(MAK was CIL.)
SAV Model 871--US--(MAK was CIL.)
SAV Model 950-C--US--(MAK was CIL.)
SAV Model 950-T--US--(MAK was CIL.)
CIL All other Canadian Indus. models--US--(Use CIL only when model is other than listed.)

CLK Cannon Block--US--(Model mfd. by Clerke. MAK was CNB.)
IJ Cannon Breech--US--(Brand name of Iver Johnson. MAK was CNN.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

CAN Cantabria--SP--
PCE Cap-Chure--US--(Mfd. by Palmer Chemical and Equipment Co., Inc., Douglasville, GA.)
FNB Capitan--BG--(P35 Browning with tangent sight.)
CAP Capitan--FN--
HAA Captain Jack--US--(Model mfd. by Hopkins & Allen. MAK was CPJ.)
HH Carbojet--US/WG--(Model of Hy Hunter.)
CAA Carcano--IT--(Italian military rifles.)
TAP Caribou--FD--(Rifle model of Tampereen Asepaja.)
GCL Carl Gustav--SP--(See FFV.)
WAL Carl Walther--WG--(Mfr. of pistols.)
CRV Carlo Riva--IT--
CAR Carolina Arms Co.--US--(Trade name of H & D Folsom and Smith Wadsworth. Brand name of Crescent-Davis.)
--- Cartuchos (Not a brand, Spanish word meaning cartridges.)
CAS Ca-Si--SP--
ARK Casper Arizaga--SP--(Mfr. of shotguns.)
CSC Caspian Arms, Ltd.--US--Hardwick, VT
CSB Castellani, Bruno--IT--(Mfr. of shotguns.)
UBE Cattleman--IT--(Model of Uberti, also see L. A. Distributors.)
CAU Caucelegui--SP--(Mfr. of handguns.)
CVR Caver--BG/SP--(Single-shot pistols.)
BEI Cebra--SP--(Model of Beistegui. MAK was CEB.)
CEL Celta--SP--
CEE Centaure--BG--
HOD Centennial--US--(Mfd. by Hood Firearms Co. MAK was CTE.)
CTA Centennial Arms--US--(Importer only.)
CRE Central Arms Co.--US--(Mfd. by Crescent. MAK was CEN.)
CKA Central Kentucky Arms--US--
LAR Centurian--SP--(Mfd. by Laurona. MAK was CTN.)
CTY Century--US--(Mfr. of revolvers.)
ITH Century--US--(Shotgun, model of Ithaca.)
CMF Century Manufacturing, Inc.--US--(Greenfield, IN)
CFR Cephyr (Brand name of Stoeger.)
CES Cesar--FN/SP--(Unknown Mfr.)
UBE Cesar, J.--SP--(Model of Uberti. MAK was CEA.)
FOZ Ceska Zbrojovka--CK--(Mfr. of Fox. MAK was CZ.)
CET Cetme--SP--(See also Heckler & Koch. MAK was HEC.)
BLG Challenge--US--(Mfd. by Bliss & Goodyear. MAK was CLN.)
CMC Challenger Mfg. Co.--US--
CLT Challenger Model--US--(Model of Colt.)
CHT Chamelot Type--BG--(Imported from Italy.)
IJ Champion--US--(Brand name of Iver Johnson.)
CPN Champlin/Champlin-Haskins--US--(Mfr. of rifles.)
CFI Champlin Firearms Inc.--US--(Mfr. of deluxe rifles.)
CHN Chan Chan--FN--

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MAK	GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--	MAK	GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
CHC	Chantecler--SP/FN--	CLD	Claridge Hi-Tec--US--(North Ridge, CA)
CHD	Charles Daly--WG/US/IT/JA--(Brand of shotgun.)	HUN	Clark Leader--US--(Brand of Hunter Arms Co. MAK was CKL.)
CHE	Charles Lancaster & Co.--EN--(Multibarreled pistols.)	CLS	Classic Arms--US--(Mfr. of replicas.)
CRE	Charles Richter--US--(Mfd. by Crescent. MAK was RIE.)	ZEP	Claybirder--SP--(Model of Zephyr. MAK was CLR.)
SRC	Charles Steen Armament Co. (Sarco)--US--(Importer.)	NCI	Clayco (See North China Industries.)
CHU	Charola-Anitua--BG/SP--(Bergmann copy.)	CLE	Clement--BG--(MAK was COX.)
CAC	Charter Arms Corp.--US--(Mfr. of revolvers.)	CLE	Clement-Garanti--BG--
CHA	Chatellerault--FN--	CMT	Clement-Neumann--GE--(Semiautomatic carbines.)
CHK	Cherokee Arms Co.--US--(Trade name of H & D Folsom.)	CLK	Clerke/Clerke Technicorp.--US--
CRE	Chesapeake Gun Co.--US--(Mfd. by Crescent. MAK was CHP.)	CLV	Cleveland Arms Co.--US--
CHY	Cheyenne--WG--(Brand name of American Import Co. and others.)	CLC	Clic-Clac--FN--(Revolver model.)
CHB	Chicago--US--	CLM	Climax--US--
CHO	Chicago Arms Co.--US--	---	Coast-to-Coast Stores
ROM	Chicago Cub--WG--(Brand name of Rohm. MAK was CGO.)	MAR	Model 42--US--(MAK was CO.)
CHR	Chicago Derringer Corp.--US--	SAV	Model 180--US--(MAK was CO.)
CHF	Chicago Firearms, Inc.--US--(Mfr. of derringers.)	SAV	Model 180AC--US--(MAK was CO.)
CHF	Chicago Ledger--US--(Mfd. by Chicago Firearms. MAK was CGL.)	SAV	Model 182--US--(MAK was CO.)
HIB	Chicago Long Range Wonder--US--(Brand name of Hibbard, Spencer, & Bartlett. MAK was CLW.)	SAV	Model 184--US--(MAK was CO.)
RC	Chicom--RC--(Abbreviation for Chinese Communist.)	SAV	Model 267--US--(MAK was CO.)
---	Chicopee Falls (Not a brand, city in Massachusetts. See Savage and Massachusetts Arms Co.)	SAV	Model 284--US--(MAK was CO.)
HAW	Chief Marshal--WG--(Mfd. by Hawes/Sauer.)	SAV	Model 285--US--(MAK was CO.)
SW	Chief Special--US--(Manufactured by Smith & Wesson.)	SAV	Model 286--US--(MAK was CO.)
BLG	Chieftan--US--(Mfd. by Bliss & Goodyear. MAK was CFT.)	SAV	Model 288--US--(MAK was CO.)
CQ	Chile--CQ--(Code by country if make is undeterminable.)	SAV	Model 320--US--(MAK was CO.)
CHM	Chimere Reinoir--FN/SP--	SAV	Model 367--US--(MAK was CO.)
CN	China (prior to division in 1949)--CN--(Code by country if make is undeterminable. MAK was CHI.)	SAV	Model 545--US--(MAK was CO.)
RC	(People's Republic of China)--RC--(Code by country if make is undeterminable.)	SAV	Model 843--US--(MAK was CO.)
TW	(Taiwan, Republic of China)--TW--(Code by country if make is undeterminable.)	SAV	Model 843DS--US--(MAK was CO.)
CPK	Chipmunk Mfg. Co.--US--(Mfg. Chipmunk Gun.)	SAV	Model 946--US--(MAK was CO.)
CJM	Chopitea Jose Maria--SP--	SAV	Model 8432DS--US--(MAK was CO.)
CHL	Churchill, E. J., Ltd.--EN--	SAV	Model 8433DS--US--(MAK was CO.)
CHW	Chylewski--CK--	CO	All other Coast-to-Coast models--US--(Use CO only when model is other than listed.)
---	Cia (Not a brand, Spanish word meaning company.)	COB	Cobolt--BG--
CIE	Ciener, Jonathan Arthur--US--(Mfr. of machine guns and silencers.)	COA	Cobra--SP--(Semiautomatic pistols.)
CIM	Cimarron Arms--US--	CLT	Cobra--US--(Model of Colt revolver.)
BRO	Citori--JA--(Model of Browning. MAK was FNB.)	SWD	Cobray--US--(Mfd. by SWD Industries.)
CLA	Clabrough & Sons	CBY	Cobray Firearms--US--(Smyrna, GA)
CLI	Clair--FN--	COC	Cockerill
WAT	Clamin--BG--(Mfd. by L. J. Warnant. MAK was CLB.)	COD	Cody Mfg. Corp.--US--
		COG	Cogswell & Harrison--EN--
		COI	Coliat--SP--
		COL	Collath
		---	Collebeato--IT--(City in Italy. MAK was IAG.)
		CB	Colombia Fuerzas Militares--CB--(Military weapon.)
		AZC	Colon B. H.--SP--(Mfd. by Azpiri. MAK was COH.)
		CON	Colonial--SP/FN--(Spanish mfr. Echeverria.)
		DVT	Colonial Gun--US--(Model of Davenport shotgun.)
		CLT	Colt--US--
		SSS	Colt Sauer--WG--
		COF	Colton Firearms Co.--US--(Mfr. of shotguns for Sears.)
		CLT	Coltsman--US--(Model of Colt.)
		CRE	Columbian--US--(Mfd. by Crescent. MAK was CLB.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

CRE Columbian Firearms Co.--US--(Mfd. by Crescent. MAK was COU.)
LLA Commanche--SP--(Model of Llama.)
CLT Commander--VARIOUS--(Model of Colt and others.)
MPC Commander--US--(Mfd. by Meiska Products, Co. Not associated with Colt.)
VOL Commando MK III--US--(Semiautomatic carbines, see Volunteer Enterprises. MAK was COK.)
CPI Commerical Products--US--
CBC Companhia (Cia) Brasileira De Cartuchos--BZ--(Mfr. of single-shot shotguns, use this code if importer's name does not appear on gun.)
CRE Compeer--US--(Model of Crescent. MAK was MEU.)
MEU Competition--US--(Brand name of John Meunier Gun Co. MAK was COM.)
CMP Competition Limited--US--(Tucson, AZ)
HUN Comstock Arms--US--(Brand of Hunter Arms Co.)
AST Condor (Pistol)--SP--(Model of Astra. MAK was COR.)
BSM Condor (Shotgun)--IT--(Made by Beschi. MAK was CND.)
COE Connecticut Arms & Mfg. Co.--US--
CVA Connecticut Valley Arms--SP/US--
BAC Conqueror--US--(Mfd. by Bacon Mfg. Co. MAK was CNQ.)
AST Constable--SP--(Model of Astra.)
COS Constabler--BG--
THM Contender--US--(Mfd. by Thompson Center.)
COO Continental--SP/BG/WG--
COQ Continental Arms Co.--US--
GW Continental, The--US--(Brand of Great Western.)
COV Cooley--CD--
CMS Cooksey Machine Shop--US--
CSP Coonan Arms--US--(St. Paul, Minn. Manufactures Coonan Stainless.)
COP Cooper Firearms Mfg. Co.--US--
ZAR Corla--MM--(Model of Zaragoza. MAK was CRL.)
COT Corrientes--SP--
UNI Corsair--FN--(Model of Unique.)
--- Corto (Not a brand, Spanish word meaning short.)
COZ Corzo--SP--
MZW Cos--GE--(See Merz Werke.)

--- Cotter & Company
SAV Model 121--US--(MAK was CTC.)
SAV Model 167--US--(MAK was CTC.)
SAV Model 167H--US--(MAK was CTC.)
SAV Model 168--US--(MAK was CTC.)
SAV Model 287--US--(MAK was CTC.)
SAV Model 487T--US--(MAK was CTC.)
SAV Model 645--US--(MAK was CTC.)
SAV Model 842--US--(MAK was CTC.)
SAV Model 911--US--(MAK was CTC.)
SAV Model 918--US--(MAK was CTC.)
SAV Model 948--US--(MAK was CTC.)
ST Model 948E--US--(MAK was CTC.)
SAV Model 949--US--(MAK was CTC.)
SAV Model 949Y--US--(MAK was CTC.)
CTC All other Cotter & Company models--US--(Use CTC only when model is other than listed.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

VOE Cougar (Only Rifles)--AU--(Model of Voere.)
CMR Cougar Arms--US--(Long guns.)
COX Counet--BG--
CMG Covert Arms Mfg. Co.--US--(El Paso, TX)
COW Cow Boy--SP--(Unknown mfr.)
COY Cow Boy Ranger--BG--(Brand of Rogers & Spencer.)
ST Crac Short--US--(Model of J. Stevens.)
CRT Craft Product Co.--US--(Mfr. of handguns.)
CRA Craig--US--
BLG Crescent (Pistols)--US--(Mfd. by Bliss & Goodyear. MAK was CRN.)
CRE Crescent-Davis Arms--US--
CRE Crescent Firearms Co.--US--(Trade name of H & D Folsom.)
CRE Crescent Hardware Co.--US--(Trade name of H & D Folsom.)
DVT Crest No. 1/No. 2--US--(Model of Davenport.)
CRM Crestwood Arms
CRI Criolla--AT--
CDM Criterion Die & Machine Co. (CDM)--US--(Mfr. of handguns.)
CRO Crosman Arms Co.--US--(Mfr. of air guns.)
CHL Crown--EN--(Model of Churchill.)
CRW Crown City Arms--US--
CRG Crucelegui--SP--
CRU Crucero--SP--
CSD Crusader Arms Company--US--
CRE Cruso--US--(Mfd. by Crescent. (MAK was CRS.)
AST Cub--SP--(Model of Astra.)
CRE Cumberland Arms Co.--US--(Mfd. by Crescent. MAK was CUA.)
CNM Cuno Melcher--WG--
ZAN Custom Model--IT--(Shotgun, model of Zanotti.)
NVA Cutlass (Gun Kit)--IT/US--(Brand name used by Navy Arms Co.)
CZR Czar--US--(Model of Harrington & Richardson, Hood Firearms Co., and Hopkins & Allen.)
CK Czech (or Czechoslovakian)--CK--(Code by country if make is undeterminable. MAK was CHZ.)

FAI D. G. F. M.--AT--(Mfd. by F. M. A. P. MAK was DGF.)
DMW D. M. W.--GE--
DMX D-Max Industries--US--(Alburt, WA)
--- D. R. G. M. (Patent mark, not a brand.)
FDO DUO--CK--(Model of F. Dusek Opotschno. MAK was CHZ.)
DWM D. W. M.--GE--(See Deutsche Waffen & Munitions Fabriken.)
DCR Dacin, Roger--US--
DWO Daewoo--KR--(Mfd. in Korea and imported to U.S. by Stoeger Indus., Inc., Hackensack, NJ)
DAI Daisy (Heddon)--US--(Mfr. of rifles and air guns.)
DIW Daiwa--JA--
DIW Daiwa Corp. of California--US/JA--(Importer/mfr.)
DAA Dakin--US--(Importer, also see Union Armera of Spain.)

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DAK Dakota--SZ/IT--(Imported by EMF Co., Inter-armco, and Salford Imp.)

CHD Daly, Charles--WG/US/IT/JA--(Brand of shotgun (Imported primarily from Japan.)

DMR Damar--FN--(Two-barrel pistols.)

WEO Dan B. Wesson Arms--US--(Division of D. B. Wesson Co., Inc.)

DAC Dance Bros. & Park--US--

BOO Daniel Boone--US--(Various mfrs. Distributed by Belknap Hardware.)

DK Danish--DK--(Code by country if make is undeterminable. MAK was DAN.)

DOK Danok--SP--

DAY Dansk Rekylriffel Syndikat--DK--

GAA Danton--SP--(Model of Gabilondo. MAK was DAO.)

GE Danzig--GE--(Royal arsenal.)

DAP Dardick Corp.--US--(Mfr. of pistols.)

DAL Daredevil--US--(Distributed by Eppinger Gun Co.)

DAR Darling (B. or B. M.)--US--

MDA D'Armes Des Pyrenees--FN--(Mfr. of Unique, Mikros, and E. B. A. C. MAK was UNI.)

DAE Darne--FN--(Mfr. of shotguns.)

DAU Daudeteau, L.--FN--(Military weapons.)

DVL Davalon--SP--(Mfr. of shotguns.)

DVT Davenport, W. H., Firearms Co.--US--(Mfr. of shotguns and rifles.)

DVO Davidson Firearms Co.--US--(Importer.)

SAV Davis--US--(Early brand name of Savage. MAK was DAS.)

DAD Davis Arms--US--(Manufactures Davis Martin.)

CRE Davis Certified Single 400--US--(Mfd. by Crescent. MAK was DVS.)

DAX Davis Guns--US--(Brand name used by Crescent, Davis-Warner, and N. R. Davis & Sons.)

DAB Davis Industries--US--(Chino, CA)

DAD Davis Martin--US--(Manufactured by Davis Arms.)

DNR Davis, N. R., & Sons (Mfr. of shotguns.)

DAW Davis-Warner Arms Corp.--US--

--- Day Arms Co. (Not a brand, mfr. of barrels only.)

ADA Deane/Adams & Deane--EN--(See Adams.)

ALL De Bersaluze--SP--(See Allies.)

PIC Decatur--IT/WG--(Importer of Precise Imports Co.)

DEC Decker--GE--

DEI Decortis, G.--BG--

NOB Deerfield--US--(Model of Noble.)

BWI Defender (carbine)--US--(Bowers Industries.)

DEE Defender (handgun)--US/SP--(Mfd. in U.S. by Iver Johnson.)

DEB Defense--SP--

BLG Defiance--US--(Mfd. by Bliss & Goodyear. MAK was DFI.)

DEF Defiance Mfr. Inc.--US--

AJD Defourny, A. Joseph--BG--

DEG Degtyarev--SX--

DEK Dek-DU--SP--

USA Delco Division, Santa Barbara--US--(Military contractor.)

ZOI Delfino--IT--(Model of Antonio Zoli. MAK was ANZ.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

HUN Delphia Arms Co.--US--(Mfd. by Hunter Arms Co. MAK was DEL.)

DEL Delphian Arms Co.--US--

ST Delphian Model 9--US--(Mfd. by J. Stevens. MAK was DEL.)

DEM Delu, Fabrica D'Armes F.--BG--

CRE Delux--US--(Brand name of Crescent.)

HOH Deluxe--EN--(Model of Holland & Holland.)

DEX Deluxe (Pistol)--SP--

DMA Demain, Inc.--US--(Importer only.)

DEO Demon--SP--

DEA Demon "Marine"--FN--

DEN Demontant--BG--

DRO Demro Tac Products--US--(Manchester, CT; Mfrs. Demro Tac 1.)

DND Denard, John C., Co.--GE--(Distributor of firearms in Europe.)

DK Denmark--DK--(Code by country if make cannot be determined.)

SCR Deputy or Adjusto--GE--(Model of Herbert Schmidt (L. A. Brand).)

LUR Deputy, L. A.--WG--(Model of L. A. Fury.)

HAW Deputy Marshal--WG--(Mfd. by Hawes/Sauer.)

HAW Deputy Silver City Marshal--WG--(Mfd. by Hawes/Sauer.)

HAW Deputy Texas Marshal--WG--(Mfd. by Hawes/Sauer)

DEH Deringer, Henry, Sr. & Jr.--US--(Early mfr. of pistols & rifles.)

DER Derringer Corp.--GE--

ISR Desert Eagle--IS--(Mfd. by Israeli Military Indus. Imported by Magnum Research.)

CRE De Soto--US--(Brand name of Crescent. MAK was DST.)

GAZ Destroyer (Pistol)--SP--(Model of Gazanaga.)

DES Destroyer/Destroyer (Carbine)--SP--(9mm police carbine.)

GAZ Destroyer Patent/IG--SP--(Made by Gazanaga.)

SAR Destructor--SP--(Model of Salaverria. MAK was DEU.)

DET Detective--SP--(Brand name of various mfrs.)

CLT Detective Special--US--(Model of Colt.)

DTN Detonics--US--(Mfr. of handguns.)

DEV Detroit Arms Co.--US--

DEZ Deutsche Treff--WG--

DWM Deutsche Waffen & Munitions Fabriken--GE--(See D. W. M. MAK was GER.)

ORT Deutsche Werke (Berlin)--GE--(Pistols, see Ortgies. MAK was DW.)

ST Diamond--US--(Brand of J. Stevens. MAK was DIM.)

MIR Diamond (Shotgun)--JA--(Model of Miroku.)

DIA Diamond Arms Co.--US--

DIN Diana--SP/GE--(Mfr. of shotguns.)

CRE Diana--US--(Brand of Crescent.)

WKN Diane (Pistol)--US--(Model of Wilkinson Arms Co.)

DIR Diarm, S.A.--SP--(Deba, Spain)

DWA Diawa--US--

DIS Dickinson, E. L.--US--

DIO Dickson--IT/WG/SP--(Trade name of various mfrs.)

DKC Dickson Capital--SP--(Brand of shotguns.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

HAA Dictator--US--(Mfd. by Hopkins & Allen. MAK was DIT.)
DIT Dictator--BG--
CVA Dikar--US--(Mfd. by Connecticut Valley Arms.)
HAW Diplomat--US--(Model of Hawes pistol.)
DSP Discover--SP--(Brand of shotguns.)
DIX Dixie Gun Works--US--
ROM Dixon-Cheyenne--WG--(Mfd. by Rohm.)
AIM Dixon-Falcon--WG/IT/PI--(Importer's brand name and model used by American Import Co.)
DKI Doki--JA--(Mfr. of shotguns.)
ACH Domingo Acha--SP--
DON Domino--IT--(.22 target pistols.)
DOD D'Ordnance--FN--
DOM Dorman
DOR Dormus--AU--
DDE Dornaus & Dixon Enterprises, Inc.--US--(Huntington Beach, CA.)
GEC Dornheim, G. C.--WG--(See Gecado. Trademark of George Carl Dornheim.)
DOS Dos Leones--SP--
BUD Double Deuce--US--(Mfd. by Buddie Arms Co. MAK was DOE.)
HS Doubline Convertible--US--(Model of High Standard.)
DOU Douglas--SP--
DRE Dreadnought--SP/US--(Mfd. in the U.S. by Hopkins & Allen.)
DRU Dreux--FN--
RMM Dreyse--CK/GE--(Mfd. by Rheinische Metalwaren.)
DRV Drulov--CK--
DSC Dschullnigg--AU--
CAC Dual Pathfinder--US--(Model of Charter Arms.)
ORM Duan--SP--(Mfd. by Ormachea. MAK was DUA.)
DBA Dubiel Arms Co.--US--
DUC Duco--BG--(Brand name of Dumoulin.)
DUC Dumoulin & Cie--BG--(Mfr. of shotguns. MAK was DNC.)
DUC Dumoulin, Henri--BG--(Mfr. of rifles/shotguns. MAK was DMN.)
WAN Dunlap Special (Pistol)--US--(Model of Warner Arms Co.)
DAW Dunlap Special (Shotgun)--US--(Model of Davis-Warner.)
DUO Duo--PO/BG--(MAK was POL/BEL.)
WAT Durabel--BG--(Mfd. by L. J. Warnant. MAK was DUR.)
HS Duramatic (Automatic)--US--(Model of High Standard.)
HS Durango--US--(Model of High Standard.)
FDO Dusek, F.--PO--
DUT Dutch Hembrug--NE--(Made for the Dutch military.)
FHQ Dynamic (Shotgun)--IT--(Model of Franchi.)
VCI Dynamic (Shotgun)--JA--(Imported by Virginia Capes Importers.)
DYN Dynamite Nobel--GE--(Distributor.)
GUT E14/E9--IT--(Models of Titanic, mfd. by Guiseppe Tanfolglio.)
ECY E. A.--SP--(Echave y Arizmendi. MAK was EAS.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

ESE E. A. Company--US--
PRE E. A. Prescott--US--
MDA E. B. A. C.--FN--(Mfd. by D'Armes Des Pyrenees. MAK was EAC.)
MED E. C. Meacham Arms Co.--US--
CHL E. J. Churchill, Ltd.--EN--
DIS E. L. Dickinson--US--
EDY EMC--US--(Mfd. by Eddy Mfg. Co.)
EMF EMF Co. (Early & Modern Firearm Co.)--US--(Importer only.)
EME EMGE/EM GE--WG--(See Gerstenberger & Eberwein)
REL E. M. Reilly & Co.--EN--
ENI ENCOM--US--(See also Enfield America.)
BOI ERA--BZ--(Marking on some Boito guns.)
VAM ERA--FD--(Brand of Valmet. MAK was ERA.)
BOI E. R. Amantino--BZ--(Successor to Boito.)
EMI E & R Machine, Inc.--US--(Frames only.)
EMC E. R. Maples Co.--US--(Antioch, TN)
WTY E. Whitney--US--(Early mfr. of rifles.)
WOE E. Woerther--AT--
AAR Eagle--US--(Mfd. by American Arms, Inc.)
EAA Eagle Arms--US--(Coal Valley, IL)
EAG Eagle Arms--US--(Imported by J. L. Galef.)
EGL Eagle Gun Co.--US--
HOD Earlhood--US--(Mfd. by Hood Firearms Co.)
EAR Earthquake--US--(Brand name of Dickinson Brothers.)
ETR Eastern--US--(Brand name of Stevens.)
EAT Eastern Arms Co.--US--(Brand name of Meriden Firearms Co. and Stevens.)
EFC Eastern Firearms Co.--US--(Importer, see Sherwood.)
EAE Eastern Sports--US--(US importer for Dynamite Nobel.)
SW Eastfield--US--(Shotgun, brand name of Smith & Wesson.)
FHQ Ebony--IT--(Model of Franchi.)
ECE Echasa--SP--
ECY Echave y Arizmendi--SP--(See also Arizmendi.)
STA Echeverria, Bonifacio--SP--(See Star. MAK was ECH.)
ECL Eclipse--SP--
ECP Eclipse--US--(See E. C. Meacham Arms Co.)
AGM Ed Agramonte--US--(Importer only.)
EDY Eddy Mfg. Co. (EMC)--US--
USA Eddystone (Military-issue weapon mfd. at Eddystone-Remington plant. MAK was EDD.)
TRY Edward Tryon & Co.--US--(Distributor only.)
--- Eibar (Not a brand, city in Spain. MAK was EIB)
EIG Eig Cutlery--US--(Importer of weapons mfd. in Italy, Japan, Spain, and West Germany.)
EIN Einhand--GE--(Pocket pistols.)
FAI Ejericito Argentina--AT--(Mfd. by F.M.M.A.P. MAK was EJA/BAL.)
ELR Elbert--GE--(Mfr. of cane guns.)
ARA El Cano--SP--(Mfd. by Arana y Cia. MAK was ELA.)
ELC El Cid--SP--
ELB Elderkin & Sons--EN--
USP El Dorado--US--(Brand name of United Sporting Arms.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
FHQ Eldorado--IT--(Shotgun, model of Franchi.)
FW Electric--US--(Mfd. by Forehand & Wadsworth.)
ELY Electric City--US--(Mfd. by Crescent or H & D Folsom.)
ELE Eley/Eley-Kynoch--EN--
ELF El Faisan--IT--
CRE Elgin/Elgin Arms Co.--US--(Model mfd. by Crescent. MAK was ELG.)
--- Elgoibar (Not a brand, city in Spain.)
DVT Elita--US--(Model of Davenport shotgun.)
MDA Elite--FN--(Mfd. by D'Armes des Pyrenees. MAK was ELI.)
ELL Elliott
ELS Ellis, Josiah--US--(Early arms mfr.)
HAO Elof Hansson--SP--
ELP El Perro--SP--(Mfd. by Las Curarin y Olasola.)
EMK Emdeko International--US--
KER Emil Kerner
ZEH Emil Zehner (Suhl)--GE--(Mfr. of pistols.)
CRE Empire--US--(Brand name of Crescent. MAK was SAV/FOA.)
BER Empire--IT--(Shotgun model of Beretta.)
EMA Empire Arms Co.--US--(Made by Crescent and Hunter Arms for Sears.)
EMP Empire State Arms Co.--US--
ENC Encom America--US--
CRE Enders (Oak Leaf, Royal Service or Special Service)--US--(Brands of Crescent. MAK was ENO/ENR/END.)
ENI Enfield America--US--(Mfd. in Georgia.)
ENF Enfield/Enfield Lock--US/EN--(British military arsenal, also see Albion revolver.)
UNV Enforcer--US--(Mfd. by University Firearms Corp.)
EN English (or British)--EN--(Code by country if make is undeterminable. MAK was BRI.)
LEH Englishman--EN--(Model of Lee Enfield.)
EGW Enterprise Gun Works--US--(Mfr. of shotguns.)
BEG Erben--GE--(Model of Bergmann.)
ERI Erbi/Armas Erbi--SP--(Mfr. of shotguns.)
GE Erfurt--GE--(Royal arsenal, see Ortgies or Mauser. MAK was ERF.)
ER Erika--AU--
ERL Erl Svendsen--US--(Now called Esfac Inc., mfr. of derringers.)
ERM Erma/Erma Werke--WG--
--- Ermua (Not a brand, city in Spain.)
ERQ Erquiaga, Maguruza, y Cia--SP--
ERR Errasti, Antonio--SP--
ESC Escodin--SP--
--- Escopeta (Not a brand, Spanish word meaning shotgun.)
ERL Esfac, Inc.--US--(See Erl Svendsen.)
ARR Esmit--SP--(Mfd. by Hijos de C. Arrizabalaga. MAK was ESM.)
AST Espana Astra--SP--(See Astra.)
SP Espanola (or Spain)--SP--(Code by country if make is undeterminable. MAK was ESO.)
GAA Especial--SP--(Model of Gabilondo. MAK was ESL.)
ARR Especial--SP--(Mfd. by Hijos de C. Arrizabalaga. MAK was ESL/GAA.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
ESP Esperanza--SP--
AST Esperanza y Unceta--SP--(See Astra.)
ESR Espingarda--BZ--
ESE Essential Arms Co.--US--(Krotz Springs, LA)
CRE Essex--US--(Mfd. by Crescent. MAK was ESS.)
BHE Essex--US--(Trade name of Belknap Hardware on guns made by others/use only if mfr. unknown.)
ST Essex--US--(Trade name of J. Stevens Arms & Tool Co.)
ESX Essex Arms Corp.--US--(Frames only.)
ANC Establishments Pieper--BG--
ETA Estal--SP--
STA Estrella--SP--(Early Model of Star. MAK was EST.)
ETU Estul, Inc.--US--
ALE Ethan Allen & Co.--US--
ETN Etna--BG/SP--
STV Eugene Stoner--US--(Designer of Stoner Weapons System.)
EAS Eulogio Arrostequi--SP--
EUR Euroarms--IT--
EUM Euromanufacture--IT--(Mfr. of black powder guns.)
EAM European American Arms Corp.--US/IT--
ETL Eurostahl--GE--(Importer only.)
ARE Eusebio Arizaga--SP--
EUK Euskaro--SP--(Copy of Smith & Wesson revolver.)
EDR Eusta/Eusta-Schieder--GE--(Brand name of Kaschie-Wrage.)
EVB Ever Best--US--(Single barrel shotgun.)
EXA Excalibur--IT--(Shotguns.)
ECM Excam--US/IT--(Manufacturer and Importer.)
IJ Excel--US--(Brand name of Iver Johnson.)
CRE Excel--US--(Brand name of Crescent. MAK was IJ.)
EXC Excelsior--US/SP/EN--(Mfd. in U.S. by Bliss & Goodyear.)
EXE Exel Arms of America--US--Gardner, MA
XPR Expert--US--(Brand of Crescent.)
EXP Expert Rifle--US--
EXR Express--US/SP--(Revolver mfd. in U.S. by Bacon.)
EXT Extracteur--BG--(Mfr. of Ancion Marx.)
ARZ F. A. (Francisco Arizmendi)--SP--(MAK was FAA.)
ASC F. Ascaso--SP--
FBC FAB (F. A. Bower)--US--(Importer only.)
FMG FAMAE/FAMAP--CQ--(Identical to F. M. G.)
FME FAME--PU--
MAS FA Mas--FN--(See also M.A.S.)
ERM FB-1--GE/SP--(Mfd. by Erma. MAK was FBB.)
FBN FBN--CK--(MAK was CHZ.)
AEI FCA Armas--AT--(Trademark of Industria Argentina.)
FEE F. da de Escopatos--SP--(Mfr. of shotguns.)
FDO F. Dusek Opotschno--PO--
FFV FFV (Forenade Fabrik Verken)--SQ--(Importer and exporter of Husqvarna and Carl Gustaf.)
FIP F. I. E. (Firearms Import & Export)--WG/IT/US--(Importer and mfr. of Titan.)

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STOLEN/RECOVERED GUNS (19)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

FII F. I. Garcia--US--
FII F. I. Industries (Firearms International Industries)--US--(Subsidiary of Garcia Corporation. MAK was INL.)
LAN F. L. (F. Langenhan)--GE--
LAN F. Langenhan--GE--(Invented or mfd. by Fritz Langenhan.)
BER FLLT Pietta--IT--(Mfd. by Beretta.)
LAN F. L. Selbstlader--GE--(Model of Langenhan. MAK was SEL.)
FMG F. M. E.--CQ--(Identical to Famae.)
FMG F. M. G.--CQ--(Military weapons.)
FAI F. M. M. A. P./FAMMAP--AT--
FNB F. N. (Fabrique Nationale)--BG--(Belgian Mfr. of Brownings.)
FNB FN-FAL--BG--(Model of F. N./Browning.)
BW FNH--CK--(Mfd. in Czechoslovakia for German military. FNH is German code for Bohmische Waffenfabrik. MAK was CHZ/CZ.)
FPT F. Pedretti--IT--(Brescia, Italy)
FTL F.T.L. Marketing--US--
FW F & W (Forehand & Wadsworth)--US--
FBC Fabico--US--(Importer only.)
ZTT Fabio Zanotti--IT--(Mfr. of shotguns.)
FBR Fabri, Armi--IT--(Mfr. of shotguns.)
GRG Fabrica Armi Gradoga--IT--(Mfr. of handguns.)
FAS Fabrica Armi Sarezzo--IT--
FDA Fabrica D'Armes-IWA--SP--
DEM Fabrica D'Armes F. Delu--BG--
TFG Fabrica D'Armi F. Lli Tanfolglio S. N.C. --IT--(Mfr. of revolvers.)
FFP Fabrica D' Armi Fratelli Pietta--IT--
MFA Fabrica De Armas Mexico City--MM--
ZAR Fabrica De Armas Zaragosa--MM--
HIS Fabrica De Automoviles Hispano Argentina --AT--(Mfr. of Ballester-Molina guns.)
FMG Fabrica de Material de Guerra--CQ--(Government military arsenal. MAK was CQ.)
WOE Fabrica E. Woerther--AT--
SBI Fabrica Italiana Armi Sabatti--IT--(Mfr. of shotguns, see Armi Sabatti.)
FAI Fabrica Militar de Armas Portatiles (F.M.A.P.) --AT--
HIS Fabricado PCR--AT--(Mfd. by Fabrica de Automoviles Hispano Argentina. MAK was BAL.)
--- Fabrication Francaise (Not a brand, French word meaning Made in France.)
FAB Fabrique D'Armes de Guerre de Precision--SP--
FNB Fabrique Nationale D'Armes de Guerre--BG--(Mfr. of some Brownings.)
FAD Fade--SP--
FAG Fagnus, A.--BG--(Mfr. of revolvers and pistols.)
FAJ Fajen Mfg. Co.--US--
TAS Falcon--BZ--(Trade name of Spesco; mfd. by Taurus. MAK was FLC.)
FAL Falcon--WG--
AST Falcon--SP--(Mfd. by Astra.)
WLD Falke/Falke World Arms--GE--(Mfd. by World Arms Corporation.)
FBW Falling Block Works--US--(Single-shot rifles, see Fix.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

FAR Far--BG--
ZOL Fara--IT--
AAS Farms--IT--(Early trade name of Masieri shotguns. Now known as Armi Atis. MAK was FRS.)
FAW Farwell Arms Co.--US--
ECE Fast--SP--(Model of Echasa. MAK was FTT.)
CRE Faultless/Faultless Goose Gun--US--(Model of Crescent. MAK was FAU/FAT.)
FSO Fausti Stephano--IT--
FST Fausto Massi--IT--(Vicenza, Italy)
FAV Favorit--SP--
--- Favorite--US--
IJ Made by Iver Johnson
SAV Made by Savage
ST Made by Stevens
IJ Favorite Navy--US--(Brand of Iver Johnson.)
FET Feather Enterprise--US--Boulder, CO
MEI Federal Arms Co.--US--(Brand of Meridian. MAK was FEA.)
FEC Federal Engineering Corp.--US--(Mfr. of rifles.)
FFC Federal Firearms Co.--US--
FDL Federal Laboratories--US--(Mfr. of tear gas guns and ammunition.)
FEO Federal Ordnance--US--(South Elmonte, CA)
FEG Feg Union--HU--(Trademark of Frommer.)
FEG Fegyvergyar--HU--(Military weapons mfd. by Feg Union.)
FEI Feinwerkbau--WG--(Mfr. of F12 Sporter Pellet Rifle.)
FEL Felia Arms Co.--US--
SAQ Felix Sarasqueta & Co.--SP--(Mfr. of shotguns.)
FEG Femaru--HU--
FEH Ferlach--AU--(Mfr. of shotguns and rifles. Also city in Austria.)
ORM Fernando Ormachea--SP--
FER Fernwood Gun Supply--US--(Mfr. of percussion kits.)
FRR Ferret--US--(Brand of Universal Sales.)
FEU Ferunion--HU--
FI Fiala Arms & Equip. Co.--US--(Mfr. of pistols.)
SBI Fias--IT--(Shotguns, brand name of Armi Sabatti.)
FIA Fiat--IT--(Military weapons.)
FID Fidjeland--SQ--
ERQ Fiel--FN--(Mfd. by Erquiaga. MAK was FIL.)
ERQ Fiel/Fiel No. 1--SP--(Mfd. by Erquiaga. MAK was FIE.)
FIF Field & Fireside
HS Field King--US--(Model of High Standard.)
REM Fieldmaster--US--(Mfd. by Remington Arms.)
FD Finland--FD--(Code by country if make cannot be determined.)
TKK Finlandia--FD--(Model of Tikka. Imported by F. I. Garcia. MAK was FLD.)
SAK Finnbear--FD--(Model of Sako.)
FD Finnish--FD--(Code by country if make is undeterminable.)

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FIN Finnish Lion/Finnish Lion Jr.--FD--(Imported by Interarmco and F. I. Garcia.)
SAK Finnwolf--FD--(Rifle model of Sako.)
FPI Fire Power, Inc.--US--
FCL Firearms Co., Ltd.--EN--
--- Firearms Co., The--US--(Mfr. of barrels.)
OGA Firearms Development Co.--US--(Mfr. of Omega rifles.)
FIP Firearms Import & Export (F. I. E.)
---WG/IT/US--(Importer and mfr. of Titan.)
FIR Firearms International Corporation--US--(Manufactures Kimel.)
FII Firearms International Industries (F. I. Industries)--US--(Subsidiary of Garcia Corporation. MAK was INL.)
HEG Firebird--GE/HU--(Model of Hege.)
AST Firecat--SP--(Model of Astra.)
--- Fitchburg (Not a brand, city in Massachusetts. MAK was FIT.)
FBW Fix/Fix/Bros.--US--(Mfr. of single-shot rifles.)
FLA Flaig's--US--(Mfr., also importer of Voere.)
HS Flite King--US--(Model of High Standard.)
PIF Flobert--FN--(Mfr. of Pistolet Flobert.)
FLO Florida--SP--
FLR Florida Firearms--US--(Importer and manufacturer.)
FOA Folsom, H. & D., Arms Co.--US--
CRE Forbes, F. F.--US--(Brand of Crescent. MAK was FOB.)
FOR Forehand Arms Co.--US--
FW Forehand & Wadsworth (F & W)--US--
--- Foremost (J. C. Penney) (Brand sold by J. C. Penney. See J. C. Penney.)
FFV Forenade Fabrik Verken (FFV)--SQ--(Importer and exporter of Husqvarna and Carl Gustaf.)
HUN Forest King--US--(Brand of Hunter Arms. (MAK was FRK.)
SAK Forester--FD--(Model of Sako.)
FEH Forever Yours--AU--(Mfd. by Ferlach. MAK was FOY.)
TAS Forjas Taurus--BZ--(Imported by Spesco, F. I. Garcia and others.)
AST Fortuna--SP--(Model of Astra. MAK was FOT.)
FOE Fosbery, G. V.--EN--
FOS Foster Hardware Co.--US--
ERL 4 Aces--US--(Mfd. by Esfac. MAK was FOV.)
FOZ Fox--CK--(Mfd. by Ceska Zbrojovka.)
SAV Fox (Model B only)--US--(Mfd. by Savage.)
FOX Fox, A. H. (Sterlingworth)--US--(Double-barrel shotguns.)
TIC Fox Carbine--US--(Model of Tri-C-Corp.)
MAS Francais, Le--FN--(Model of M. A. S. MAK was LE.)
FN France--FN--(Code by country if make cannot be determined.)
FHQ Franchi--SP/IT--
ARZ Francisco Arizmendi--SP--
FSU Francisco Sarruigarte--SP--
TOF Francisco Tanfolglio--IT--(Mfr. of shotguns and handguns.)
MAS Franco--FN--(Model of M.A.S. MAK was FRC.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
MAY Francois Mayor--SZ--
FRG Francolette, August, Co.--US--
FRB Franconia--WG--(Importer only.)
FTR Francotte, August--BG--(Mfr. of shotguns.)
DSM Frank de Haas (Single-shot rifles.)
HAS Frank Harrison Arms Co.--BG--(Imported by H & D Folsom for Sickels Arms Co.)
WEK Frank Wesson--US--
FKA Frankfort Arsenal, Inc.--US--(Fort Lauderdale, FL)
BEJ Franklin, Ben--US--
BEJ Franklin, Benjamin--US--
FCW Franklin, C. W.--BG--(Imported by H & D Folsom.)
SOI Franz Sodia--AU--(Mfr. of shotguns.)
STO Franz Stock--GE/WG--(Mfr. of shotguns and pistols.)
FAE Fraser Arms Co.--US--(Fraser, MI)
BER Fratelli Pietta--IT--(Mfd. by Beretta. MAK was FRP.)
FAC Freedom Arms Co.--US--(MAK was NOO.)
FN French--FN--(Code by country if make is undeterminable. MAK was FRA.)
SFA Freses Ames Schroeder--BG--(Distributor.)
FRI Friedr--GE--
PIK Friedrich Pickert--GE--
LAN Fritz Langenhan--GE--
MNN Fritz Mann (Mann Werke)--GE--
FLG Fritz Werke--GE--
FEG Frommer--HU--(Mfd. by Feg Union.)
FEG Frommer Liliput--HU--(Mfd. by Feg Union. MAK was LIL.)
FRO Frontier--BG/SP--
FRT Frontier (Revolver)--US--(Brand name.)
FRN Frontier Bulldog--BG--
FRM Frontier Model Derringer--US/WG--(Numerous mfrs.)
CLT Frontier Scout--US--(Model of Colt.)
UBE Frontiersman--IT--(Mfd. by Uberti.)
LUX Fruhuf--GE--(Mfd. by Lux. MAK was FRF.)
FUL Fullerton
HUN Fulton--US--(Shotguns Mfd. by Hunter Arms. MAK was FUO.)
MDA Furor--FN--(Mfd. by D'Armes Des Pyrenees. MAK was FUR.)
LUR Fury/Fury, L. A.--WG--(Imported by L. A. Distributors. Mfd. by Reck and Erma.)
FYR Fyrberg, Andrew, & Co.--US--
GAC G. A. C.--SP--(Copy of Smith & Wesson revolver.)
GEC G. C. Dornheim--WG--(Trademark of George Carl Dornheim.)
DEI G. Decortis--BG--
LEW G. E. Lewis--US--
GMA GM--GE--(Do not confuse with General Motors. Rifles and shotguns.)
GMC GMF Co. (Guardian Mfg. Corp.)--US--
GEN G. P. C. (General Precision Corp.)--US--
WEE G. S. Webber--US--
ECM GT 27--US/IT--(Model of Excam.)
EMC GT 38--US/IT--(Model of Excam.)

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FOE G. V. Fosbery--EN--
GAB Gabbett-Fairfax--EN--
GAA Gabilondo/Gabilondo & Cia--SP--(Mfr. of Llama, Ruby, and Tauler.)
GAD Galand Arms Co.--BG/FN--
GLX Galaxy Enterprises--US/WG--(Importer only.)
GJV Galef, J. L., & Son--US/IT--(Importer only.)
--- Gales--IT--(Not a manufacturer, city in Italy.)
IAG Galesi, Armi--IT--(Do not confuse with Rigarmi. MAK was GAL.)
RGE Galesi, Rino--IT--(Mfd. by Rigarmi. MAK was GAL.)
GLI Galil Israel--IS--(Submachine guns.)
MDA Gallia--FN--(Model of D'Armes des Pyrenees. MAK was GAI.)
RET Gallus--SP--(Mfd. by Retolaza Brothers. MAK was GAU.)
GSL Gallyon & Sons, Ltd.--EN--
GMB Gamba--IT--(Mfd. by LeArmeria Fratelli Gamba.)

--- Gamble Stores/Gamble Skogmo, Inc.
SAV Model 130--VR--US--(MAK was GAG.)
SAV Model 189--US--(MAK was GAG.)
SAV Model 521--US--(MAK was GAG.)
SAV Model 567--US--(MAK was GAG.)
SAV Model 587--US--(MAK was GAG.)
SAV Model 594--US--(MAK was GAG.)
SAV Model 595Y--US--(MAK was GAG.)
GAG All other Gamble models--US--(Use GAG only when model is other than listed.)

MBL Game Getter--US--(Model of Marble. MAK was GAM.)
REM Game Master--US--(Mfd. by Remington Arms.)
USA Garand (M1 Rifle)--US--(MAK was GRD.)
GAN Garantazado--SP--
GAE Garate Anitua--SP--
GYM Garate y Mendiba--SP--
FII Garcia Corp.--US--(Parent company of F. I. Garcia.)
FII Garcia, F. I.--US--
AMR Garcia-Rossi--IT--(Imported by Garcia.)
--- Gardone (Not a brand, city in Italy. See Beretta. MAK was ITA.)
--- Gardone, V. T. (Not a brand, Val Trompia-Italian city and province. See Beretta.)
GFD Garfield--US--(.22 semiautomatic rifles.)
GAH Garrucha--BZ--(Mfd. by Rossi.)
ARK Gaspar Arizaga--SP--(Mfr. of shotguns.)
RGA Gasser--AU--(Roth-Gasser.)
GAS Gastinne Renette--FN--
GAT Gatling--US--(Early machine guns.)
TAL Gaucho--AT--(Model of Tala.)
MRE Gaulois Repeating Pistol--FN--(Mfd. by Manufacture Francaise D'Armes et Cycles St. Etienne. MAK was GAO.)
GAV Gavage, Armand--BG--
GAZ Gazanaga, Isidro--SP--
GEC Gecado--WG--(Importer/Exporter only.)
GEO Geco--SP/WG--(Importer/Exporter only.)
GHA Geha--GE--(Bolt-action shotguns and Mauser rifles.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

GIC Gemini Investment Corp.--US--(Importer only.)
GFC General Firearms Co.--US--(Mfr. of shotguns.)
USA General Motors--US--(MAK was GM.)
GEN General Precision Corp. (G. P. C.)--US--(See Talon Model 10.)
FEH Genossenschaft Der Buchsenmachermeister--AU--(Mfr. of Ferlach guns.)
GEO Genschow, Gustav E., & Co.--WG--(Importer/Exporter only.)
GRO George E. Rose Co. (Geroco)--US--(Importer only.)
ST George Worthington--US--(Brand name of Stevens. MAK was GWN.)
GCR Gercar--FN--(Handguns.)
GHM Gering, H. M.--GE--
GE Germany (prior to division in 1945)--GE--(Code by country if make is undeterminable. MAK was GER.)
EM (East, German Democratic Republic)--EM--(Code by country if make is undeterminable.)
WG (West, Federal Republic of Germany)--WG--(Code by country if make is undeterminable.)
GRO Geroco (George E. Rose Co.)--US--(Importer only. MAK was GCO.)
GRO Geroco-Melody Plus--US--
EME Gerstenberger & Eberwein--GE--(MAK was GEE.)
--- Gesichert (Not a brand, German word meaning safety.)
GEV Gevarm, S. A.--FN--(Mfr. of rifles.)
GEL Gevelot--FN--
GVL Gevelot of Canada--CD--(Importer.)
ST Gibraltar--US--(Brand name of Stevens. MAK was GIB.)
GIL Gilbert Equipment Co.--US--(Importer.)

--- Goose Gun--US--
ST Made by Stevens
MAR Made by Marlin

GAR Gordoney--GE--
GOR Gorosabel, Pedro--IT/SP--(Pedro Gorosabel - Made in Spain.)
GOA Gilon, A.--FN--(Mfr. of Velo-Dog revolvers.)
GIA Giscosa--IT--
ZOL Giuseppe Zoli--IT--
GLA Gladiator--US--
GLZ Glaze, William, & Co.--US--
MAR Glenfield--US--(Make of Marlin.)
GLE Glisenti--IT--(Mfr. of military pistols.)
GLC Glock, Inc.--AU--
BOU Gloria--SP--(Brand of Bolumburu. MAK was GLO.)
GNO Gnom/Gnome--FN--(Single-shot Flobert-type pistols.)
ARZ Goenago y Arizmendi--SP--(MAK was GOE.)
CLT Gold Cup--US--(Mfd. by Colt.)
HWA Golden Bear--JA--(Model of Howa.)
NQO Golden Eagle--JA--(Mfr. by Nikko.)
GLN Golden State Arms--US--(Importer.)
TLN Golden West (Talon)--US--
GOL Goliat--SP--

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

GOR Gorospain--SP--(Mfd. by Pedro Gorosabel.)
 GRG Gradoga, Fabrica Armi--IT--(Mfr. of handguns.)
 GH Grant Hammond Corp.--US--(Handguns.)
 AGL Grant & Lang Atkin--EN--
 STJ Grant, Stephen, & Joseph Land, Ltd.--EN--
 GWL Grant, W. L.--US--(Distributor only.)
 GRB Gras--FN--
 GRA Great American--US--
 GW Great Western Arms Corp.--US--(Importer and Manufacturer.)
 GRL Greeley Arms Co.--US--
 BRG Green Bay--US--(Model of Bridge Gun Co.)
 GRR Green River Rifle Works--US--(Antique firearms)
 GBK Greenback--BG--(Single-shot shotguns.)
 GRE Greener Martini--EN--(Type of Martini.)
 GRE Greener, W. W., Ltd.--EN--
 GRN Greenfield--US--
 GRU Gregorelli & Umberti--IT--
 BOU Gregorio Bolumburu--SP--
 GRF Greifelt & Co.--GE--
 GND Grendel, Inc.
 DIX "Grice" Brown Bess (Musket)--EN--(Imported by Dixie Gun Works.)
 GRI Grieder, H. F.--US--(Importer only.)
 GRH Griffin & Howe--US--(Custom manufacturer)
 GSE Griffith & Semple--US--
 GRT Grist Mill Manufacturer--US--(Rosendale, NY)
 GWG Griswold & Gunnison--US--(Civil war revolvers.)
 GRS Gross Arms Co.--US--
 GRP Group Industries--US--(Louisville, KY)
 GUN Guardian--US--(Model B. A. Co., Valor, and F. I. Garcia.)
 GMC Guardian Manufacturing Corp.--US--
 --- Guernica (Not a brand, city in Spain. MAK was GUE.)
 GUR Gueure--SP--
 USA Guide Lamp Division, General Motors--US--(M3 and M3A1 submachine guns.)
 SOS Guilio Sosso--IT--
 GUZ Guipuzcoana la Industrial--SP--
 GUI Guisasola Bros.--SP--
 GUT Guiseppe, Tanfolgio, Armi--IT--
 GUW Gun Works Limited--US--(Tonawanda, NY.)
 --- Gussenstadt--GE--(Not a brand, a street in Wurt, Germany. MAK was GSS.)
 BIT Gustav Bittner--AU--
 GCL Gustav, Carl--SQ--
 GEO Gustav E. Genschow & Co.--WG--(Importer/Exporter only.)
 GUS Gustloff--GE--
 JGT Guy T. Jones--US--(Importer only.)
 BHT Gwinn Firearms--US--(Mfr. of Bushmaster.)
 MBA Gyrojet--US--(Mfd. by MB Associates. MAK was GYR.)
 HAA H & A (Hopkins & Allen)--US--(MAK was NUM.)
 HDD H & D (Henrion & Dassy)--BG--
 FOA H & D Folsom Arms Co.--US--
 HDH HDH--BG--
 HS H. D. Military--US--(Model of High Standard.)
 GRI H. F. Grieder--US--(Importer only.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

HIB HIB-SPE-BAR--US--(Trademark of Hibbard, Spencer, & Bartlett.)
 HJI H. J. Industries--US--(Brownsville, TX)
 HJI H. J. S. Industries--US--(Brownsville, TX)
 HEC HK/HK-4--WG--(Model of Heckler & Koch. MAK was HKA.)
 KOO H. Koon, Inc.--US--(Mfr. of Snake Charmer shotgun model.)
 GHM H. M. Gering--GE--
 KOL H. M. Kolb--US--(Mfr. of revolvers.)
 QAK H. M. Quackenbush--US--
 HNM H & N Minicraft--US--(Covina, CA.)
 PBY H. O. Peabody--US--(Mfr. of Civil War rifles.)
 HR H & R (Harrington and Richardson)--US--
 SCR HS--WG--(Herbert Schmidt, not High Standard. MAK was HSE/MIC.)
 HV HV (Auto Pistol)--FN--
 HUS HVA--SQ--(May appear on guns mfd. by Husqvarna.)
 HAB Habicht--SP--(Shotguns.)
 HUN Hackett Special--US--(Brand of Hunter Arms. MAK was HAK.)
 HAL Haenel, C. G.--GE--(Same as Haenel-Schmeisser. MAK was HAE.)
 HAL Haenel-Schmeisser--GE--
 HAJ Haerens Tojhus--DK--(Military weapons.)
 HIS Hafdasa--AT--(Mfd. by Fabrica De Automoviles Hispano Argentina. MAK was BAL.)
 FW Halfbreed--US--(Mfd. by Forehand & Wadsworth. MAK was HBR.)
 HAA Halfbreed--US--(Brand of Hopkins & Allen.)
 HLL Hall, J. H./Hall-North--US--(Civil War rifles.)
 JA Hamada--JA--(Japanese military arsenal.)
 HAF Hamal--EN--
 HAM Hamilton--SQ--
 WAM Hamilton--US--(Model of Whamo.)
 HRC Hamilton Rifle Co.--US--(Mfr. of rifles.)
 HAQ Hammerli--SZ--
 SIG Hammerli--SZ--(Mfd. by S. I. G. MAK was HSG.)
 WAL Hammerli-Walther--SZ--(Model of Walther.)
 GH Hammond Automatic--US--
 GH Hammond, Grant, Corp.--US--(Handguns.)
 SW Hand Ejector--US--(Model of Smith & Wesson.)
 NEA Hand Ejector--BG--(Model of Neumann Freres. MAK was SW.)
 SEN Handi-Gun--IT--(Mfd. by Serna. MAK was HAG.)
 HR Handy-Gun--US--(Model of Harrington & Richardson.)
 HAN Handy/Handy Auto Pistol/Handy Model 1917--SP--
 HNV Hanover Arms--BG--(Mfr. of shotguns.)
 LHV Hans V. Lidl--AU--
 HAH Hanscomb Hardware Co.--US--
 HAO Hansson, Elof--SP--
 HOD Hard Pan--US--(Mfd. by Hood Firearms Co. MAK was HPN.)
 HAA Hard Pan--US--(Mfd. by Hopkins & Allen.)
 AMT "Hardballer" (AMT)--US--(Mfd. by AMT.)
 SUN Harold Sunngard--NW--
 SOI Harrich--AU--(Mfd. by Sodia. MAK was HR.)
 HR Harrington & Richardson--US--
 HAS Harrison, Frank, Arms Co.--BG--(Various mfrs.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

LAW Harry Lawson Co.--US--
HAT Hartford Arms Co.--US--(Various mfrs.)
HUN Hartley, Spalckaver, & Fay--US--(Brand of Hunter Arms. MAK was HSF.)
HAR Hartman--SZ--
CRE Harvard--US--(Mfd. by Crescent. MAK was HAV.)
HSK Haskell--US--
HAP Hauptli--GE--
HAU Haut Rhin--FN--(Walther-type pistols.)
HAW Hawes--WG--(Importer only.)
HKE Hawk Engineering, Inc.--US--(Mfg. Hawk.)
HWK Hawken--US--(Early rifle mfr.)
THM Hawken/Hawken Seneca--US--(Model of Thompson Center Arms Co.)
MOM Hawthorne (Montgomery Ward)--US--(Brand sold by Montgomery Ward. MAK was HRN.)
IJ Healthways--US--(Brand name of Iver Johnson.)
HEC Heckler & Koch--WG--
HEA Hecla
FEG Hege--HU--(Mfd. by Feg Union. MAK was HEG.)
HEG Hege Waffen--WG--
HEE Heim--GE--(Brand of C. E. Heinzelmann. MAK was HEI.)
HEJ Heinemann--BG--
HEE Heinzelmann, C. E.--GE--(Handguns.)
KUS Helfricht, K.--GE--(Brand of Krausser. MAK was HEL.)
HLD Helicodog--FN--(Model of shotguns.)
KUS Helkra--GE--(Brand of Krausser. MAK was HEL.)
MDI Helwan--EY--(Mfd. by Maadi.)
HBG Hemburg--NE--(Military weapons. MAK was NET.)
HEM He-Mo--GE--
HDS Hendrick Sales & Engineering Co.--US--(Importer only.)
DUC Henri Dumoulin--BG--(Mfr. of rifles and shotguns. MAK was DMN.)
HDD Henrion & Dassay (H & D)--BG--
AIK Henry Aiken--EN--
DEH Henry Deringer Sr. & Jr.--US--(Early mfr. of pistols and rifles.)
HEN Henry Gun Co.--US/BG--(Imported by Crescent.)
HJJ Henry, J. J., & Son--US--(Mfr. of Civil War muskets.)
REM Hepburn/Hepburn's Patent--US--(Single-shot rifles made by Remington Arms Co.)
SCR Herbert Schmidt--WG--(Mfr. of handguns.)
HCS Hercules--US--(Various mfrs. MAK was IJ.)
HER Herman--GE/BG--
WEI Herman Weihrauch--GE--(Mfr. of Arminius.)
--- Hermanos (Not a brand, Spanish word meaning brothers.)
HEZ Hermetic--FN--
HET Hermitage (Arms or Gun Co.)--US--(Various mfrs.)
JAG Herold--GE--(Mfd. by Jager. MAK was HEO.)
--- Herstal (Not a brand, city in Belgium. MAK was FNB.)
HEW Herter's Inc.--JA/SP/CK/US/WG/YG--(U.S. importer and mfr.)
HEY Heym--WG--(Mfr. of rifles and revolvers.)
SAV Hiawatha--US--(Mfd. by Savage. MAK was GAG.)
HR Hibbard (Model W-H)--US--(Mfd. by Harrington & Richardson. MAK was HID.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

HIB Hibbard, Spencer, & Bartlett--US--
HIG Higgins, J. C.--FN/US/SP--(In some cases, numbers appearing on barrel(s) of Higgins weapons are production numbers, not serial numbers. MAK was HII/HIJ.)
HH High (Hy) Hunter--JA/IT/WG/SP--(U. S. importer.)
HS High Sierra--US--(Model of High Standard.)
HS High (Hi) Standard--US--
SW Highway Patrolman--US--(Model of Smith & Wesson.)
RGE Hijo (Automatic)--IT--(Model of Rigarmi. MAK was GAL/IAG.)
RGE Hijo Militar--IT--(Model of Rigarmi.)
--- Hijos (Not a brand, Spanish word meaning sons.)
ECV Hijos de A. Echeverria--SP--(Mfr. of Vesta.)
ARR Hijos de C. Arrizabalaga--SP--(MAK was HIO.)
MAG Hijos de Jorge Bascaran--SP--(Mfr. of Marke and Martigry.)
HIP Hispano Argentina--AT--
HOB Hoban Mfg. Co.
HOF Holland Firearms Co.--US/SP--(Importer of shotguns.)
HOH Holland & Holland--EN--
HOL Hollenbeck--US--
HSO Hollis & Sons--EN--(Mfr. of rifles and shotguns.)
HLM Holmes--US--(Manufacturer of MP-83 and MP-22.)
HOA Holt, Sam--US--
FIP Hombre--US--(Mfd. by F.I.E.)
HS Hombre--US--(Model of High Standard.)
HOD Hood Firearms Co.--US--
HOD Hood, Robin--US--(Mfd. by Hood Firearms Co.)
STA Hope (Pistol, on barrel)--SP--(Mfd. by Star. MAK was HOP.)
HAA Hopkins & Allen (H & A)--US--
HPP Hoppes--US--(Replicas of antiques.)
HON Hornet--US--
GAZ Horse Destroyer--SP--(Mfd. by Isidro Gazanaga. MAK was HOR.)
HOS Horsely--EN--
HOT Hotchkiss--FN--(Machine gun.)
HV Hourat Et Vie--FN--
HWA Howa/Howa Ltd.--JA--
CRE Howard Arms Co.--US--(Mfd. by Crescent. MAK was HOW.)
HKR Hubenbeckler--GE--(Mfr. of derringers.)
HUB Hubertus--EM--
HUN Hudson--US--(Brand of Hunter Arms.)
BOR Hugo Borchardt--GE--
HUM Hummer--BG--(Imported by H & D Folsom.)
HU Hungary--HU--(Code by country if make is undeterminable. MAK was HGN.)
DAE Hunter--FN--(Shotgun, model of Darne.)
HUN Hunter Arms Co.--US--
HUN Hunter Special--US--(Shotgun, model of Hunter Arms Co.)
CLT Huntsman (Automatic)--US--(Model of Colt.)
KKC Husky--GE--(Model of Krico.)
HUS Husky--SQ--(Model of Husqvarna.)
HUS Husqvarna--SQ--

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MAK	GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--	MAK	GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
HH	Hy Hunter--JA/IT/WG/SP--(U. S. importer.)	INT	Intercontinental Arms--IT/WG/US--(Importer only.)
CRE	Hy Power--US--(Mfd. by Crescent. MAK was HYP.)	INY	Interdynamic--US--(Converts to machine pistol.)
HY	Hy Score--US--	HOD	International--US--(Mfd. by Hood Firearms Co. MAK was INL.)
HYD	Hyde--US--	INR	International Armament Co.--US--(U.S. importer.)
HYS	Hyper-Single--US--	USA	International Business Machines--US--(Military subcontractor, mfr. of military carbines. MAK was IBM.)
IAG	I. A. G. (Industria Armi Galesi)--IT--	IDS	International Distributors--US--
ZAN	I. A. P. Z.--IT--(Trademark of Zanoletti.)	INH	International Harvester--US--
USA	IBM (International Business Machines)--US--(Military subcontractor, mfr. of military carbines. MAK was IBM.)	TDE	"International" Police--US--(Stainless .357 revolvers.)
IGA	I. G. A.--BZ--(Veranopolis, Brazil. Shotguns imported by Stoker.)	USA	International Postal Meter--US--(Mfr. of military carbines. MAK was INM.)
IGD	IG Destroyer--SP--	INS	Interstate Arms Co.--US--(Mfd. by Crescent.)
ITG	I. G. I. (Italguns International)--IT--	INC	Intratec--US--
IMI	I.M.I. (Israel Military Industries)--IS--(Mfr. of Uzi semi-automatic machine guns.)	IFA	Investarm Fabrica d'Armi--IT--
IMP	IMP (Imperial Metal Products)--US/WG--(Mfr. of revolvers. MAK was IMM.)	INV	Invicta--SP--
INA	I. N. A. (Industria National de Armes)--BZ--	SAR	Iraola Salaverria--SP--
IBA	Ibargun--SP--(Model of shotgun.)	ORB	Iris, O. H. (Orbea Hermanos)--SP--(Model of Orbea. MAK was IRS.)
IBE	Iberia Firearms--US--(Galion, OH)	IRP	Irwin-Pedersen Arms--US--
FDO	Ideal--CK--(Mfd. by F. Dusek Opotschno.)	IAI	Irwindale Arms Incorporated--US--
ARZ	Ideal--SP--(Mfd. by Francisco Arizmendi. MAK was IDL.)	GAZ	Isidro Gazanaga--SP--
UGA	Ignacio Ugartechea--SP--	IS	Israel--IS--(Code by country if make is undeterminable. MAK was ISA.)
ILJ	Ilja--SP--(Brand of shotgun, mfd. by F. Da De Escopatos.)	IMI	Israel Military Industries (I.M.I.)--IS--(Mfr. of Uzi semi-automatic machine guns. MAK was UZI.)
ILL	Illinois Arms Co.--US--	ITG	Italguns International--IT--
IMB	Imbel--BZ--	RGE	Italia--IT--(Model of Rigarmi pistol.)
CHL	Imperial--EN--(Model of Churchill.)	ITC	Italo--IT--
IME	Imperial--SP--(Various mfrs.)	IT	Italy--IT--(Code by country if make is undeterminable. MAK was ITA.)
HAA	Imperial Arms Co.--US--(Brand name of Hopkins & Allen. MAK was IMP.)	ITH	Ithaca/Ithacagun--US/CD--
ELE	Imperial Metal--EN--(Division of Kynoch.)	IJ	Iver Johnson--US--
IMP	Imperial Metal Products (IMP)--US/WG--(Mfr. of revolvers. MAK was IMM.)	MDA	Ixor--FN--(Mfd. by D'Armes des Pyrenees. MAK was IXO.)
IMP	Inca--US--(Mfd. by Imperial Metal Products.)	STA	Izarra--SP--(Model of Star. MAK was IZA.)
IDE	Indesol--SP--(Eibar, Spain)	HIG	J. C. Higgins--FN/US/SP--(In some cases, numbers appearing on barrel(s) of Higgins weapons are Sears production numbers not serial numbers.)
GAZ	Indian--SP--(Mfd. by Isidro Gazanaga. MAK was IND.)	JCM	JCM--SP--(Mfr. of shotguns.)
IAC	Indian Arms Corp.--US--	JMO	J. C. Montgomery--US--
ISL	Indian Sales--US--(Importer only.)	---	J. C. Penney
SCR	Indian Scout--WG--(Brand of Herbert Schmidt. MAK was ISC.)	SAV	Model 6400--US--(MAK was PNY.)
AEI	Industria Argentina--AT--	SAV	Model 6610--US--(MAK was PNY.)
IAB	Industria Armi Bresciane (I. A. B.)--IT--(Marcheno, Italy)	SAV	Model 6647--US--(MAK was PNY.)
IAG	Industria Armi Galesi (I. A. G.)--IT--	SAV	Model 6670--US--(MAK was PNY.)
INA	Industria National de Armes--BZ--	SAV	Model 6870--US--(MAK was PNY.)
ITM	Industrial Technical Machine--SZ--(Made in Switzerland.)	PNY	All other J. C. Penney models--US--(Use PNY only when model is other than listed.)
DOK	Industrias Danok--SP--	UBE	J. Cesar--SP--(Model of Uberti. MAK was CEA.)
CRE	Infalible--US--(Mfd. by Crescent. MAK was INF.)	JGA	JGA--GE--(Mfr. of rifles.)
IGL	Inglis, John--CD--(Browning-type pistol.)	ANS	J. G. Anschutz--WG--(Imported by Savage.)
ING	Ingram--US--(Mfr. of machine guns.)	LAM	J. G. Landmann--WG--
USA	Inland Division, General Motors--US--(Mfr. of military carbines. MAK was INN.)		
INR	Interarms, Ltd. (Interarmco)--US--(U.S. importer and mfr.)		

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

HLL J. H. Hall/Hall-North--US--(Civil War rifles.)
KRD J. H. Krider--US--(Mfr. of Civil War rifles.)
LA J. H. Lau & Co.--US--(Importer only.)
MRL J. H. Merrill & Co.--US--(Mfr. of Civil War rifles.)
HJJ J. J. Henry & Son--US--(Mfr. of Civil War muskets.)
JKI J-K Imports--SP/IT--(U.S. importer.)
GJV J. L. Galef & Son--US/IT--(Importer only.)
LEC J. Lloyd Lewis--EN--
MAO J. Manton & Co.--BG--(Imported by H & D Folsom.)
JPF J. P. Foote--US--(Also known as John Pril Foote.)
SSS J. P. Sauer & Sons--WG--
JRE J & R Engineering Co.--US--(MAK was JR.)
THH J. Thomas--BG--
HUN J. W. Price--US--(Brand of Hunter Arms. MAK was PRC.)
JAB Jabe/Escopetas Jabe--SP--(Mfr. of shotguns.)
CRE Jackson Arms Co.--US--(Mfd. by Crescent. MAK was JAC.)
JHA Jackson Hole Arms Co.--US--(Jackson Hole, WY.)
JJC Jacquemart, J.--BG--
JAE Jaeger, Armi--IT--
JAE Jaeger, Paul--US/WG--
FDO Jaga--CK--(Mfd. by F. Dusek. MAK was JAA.)
JAG Jager/Jager & Co.--GE--
JAG Jager Pistol--GE--
BER Jaguar--IT--(Model of Beretta.)
PUD James Purdey & Sons--EN--(Rifles and shotguns.)
REJ James Reid--US--
WAN James Warner--US--(Mfr. of Civil War carbines.)
WOO James Woodward & Sons--EN--
JNN Jana International Co.--US--(Importer only.)
JAN Jannsen/Jannsen Sons & Co.--BG--(Mfr. of shotguns.)
JA Japan--JA--(Code by country if make is undeterminable. MAK was JAP.)
JAR Jarmann--NW--
HUN Jefferson Arms Co.--US--(Mfd. by Hunter Arms Co. (MAK was JEF.)
BJH Jellico Hardware--US--(Distributor of Blue Hen.)
JEN Jenkins Special--SP--
JKS Jenks, William--US--(Mfr. of Civil War rifles.)
JFT Jennings Fine Tuning, Inc.--US--(Mfr. of handguns, North Hollywood, CA.)
JEI Jennings Firearms Co.--US--
JAM Jerry's Gun & Ammo--US--
BUT Jesse S. Butterfield--US--
HOD Jewel--US--(Mfd. by Hood Firearms Co. MAK was JEW.)
JIE Jieffeco--BG--(Made by Robes for Phoenix Arms Co.)
JOA Joha--SP--
SEJ Johann Springer's Erbin--AU--(Mfr. of shotguns.)
DND John C. Denard Co.--GE--(Distributor of firearms in Europe.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

CAE John Calvert--EN--
ENI John Foote and Co.--US--(Mfr. of Enfield America weapons.)
IGL John Inglis--CD--(Browning-type pistol.)
SMO John M. Smythe Mdes. (or Hdw.) Co.--US--(Various mfrs.)
MEU John Meunier Gun Co.--US--
LOR John P. Lower--US--
JPF John Pril Foote--US--(Also known as J. P. Foote.)
RIG John Rigby & Co.--EN--
JOH Johnson Arms--US--
IJ Johnson Arms & Cycle Works--US--
JOH Johnson Automatics--US--
JON Johnson, Bye & Co.--US--(Predecessor of Iver Johnson.)
JOT Johnston-Tucker--US--(Mfr. of carbines.)
ARR JO-LO-AR--SP--(Mfd. by Hijos de C. Arrizabalaga. MAK was JOL.)
CIE Jonathan Arthur Ciener--US--(Mfr. of machine guns and silencers.)
JGT Jones, Guy T.--US--(Import from Germany.)
GAA Jose Mugica--SP--(Mfd. by Gabilondo. MAK was MUG.)
STJ Joseph Land--EN--(Mfd. by Stephen Grant & Joseph Land, Ltd. MAK was JOS.)
ELS Josiah Ells--US--(Early arms mfr.)
JSN Joslyn, B. F.--US--(Mfr. of Civil War rifles.)
BJA Juan Antonio Belategui--SP--
LEY Jubala--SP--(Mfd. by Larranaga y Elartza. MAK was JUB.)
JUK Jukar--SP--
PAF Junior--SF--(See PAF "Junior". MAK was JUN.)
CLT Junior--US--(Model of Colt. MAK was PAF/JUN.)
FAB Jupiter--SP--(Mfd. by Fabrique D'Armes de Guerre de Precision. MAK was JUP.)
AUQ Jurras--US--(Mfd. by Auto Mag.)
JUS Just, Joset--AU--
JTC Justice, P. S.--US--(Mfr. of Civil War rifles.)
BAU KDI-Bauer Corp.--US--(Mfd. by Bauer. MAK was KBC.)
INY KG-9--US--(Model of Interdynamic.)
KUS K. Helfricht--GE--(Brand of Krausser. MAK was HEL.)
KNR K. K. Nihon Ryoju Seike Seisakusho--JA--(Mfr. of shotguns.)
KKS K. K. Snashin Shojuki--JA--(Mfr. of shotguns.)
SSK K-Mart--US--(Use only when mfr. is unknown.)
ESE KR. SPR. LA.--US--(See Essential Arms Co.)
KTG KTG Firearms Co.--JA--
ARZ Kaba/Kaba Spezial--SP--(Mfd. by Francisco Arizmendi. MAK was KAB.)
KFF Kaffir--BG--(Single-shot shotgun.)
KAS Kahout & Spol--CK--
SX Kalashnikov--SX--(Designer of Soviet AK machine gun. MAK was KAH.)
KOL Kalb Hammerless--US--(Trademark of Kolb.)
KAM Kaltmann
USA Kanarr Corp.--US--(Military contractor.)
KCA Kansas City Arms--US--

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

KAP Kappora--SP--
BRL Karl Bauer--GE--(Distributor only.)
BUR Karl Burghsmueller--WG--(Importer/Distributor only. MAK was BUM.)
SCE Kaschie (Karl Schieder)--WG--(Mfr. of derringers.)
SQB Kassar (Mfd. by Squires Bingham. Imported by Kassar Imports, Harrisburg, PA.)
KSI Kassnar-Fias Imports (Imports from Spain/Italy (proper manufacturer's code should be used when manufacturer is known.)
KAW Kawaguchiya Firearms Co.--JA--
--- Kdyne (Not a brand, city in Czechoslovakia.)
KEB Kebler--GE--
KDU Kendu--SP--
KEN Kentuckian (Distributed by Intercontinental Arms.)
KER Kerner, Emil
KEC Kerrco--US--
KEL Kessler--GE--(Mfr. of shotguns.)
KES Kessler Arms Corp.--US--
KEY Keystone Arms Co.--US--(Brand name of E. K. Tyron.)
KIB Kimball Arms Co.--US--(Mfr. of pistols.)
KIE Kimber--US--
FIR Kimel--US--(Mfd. by Firearms Internat. Corp.)
KIM Kimel/Kimel Ind.--US--
NIT King Nitro--US--(Various mfrs. MAK was KIG.)
CRE Kingsland 10 Star--US--(Mfd. by Crescent. MAK was KIO.)
CRE Kingsland Special--US--(Mfd. by Crescent. MAK was KIN.)
KIR Kirikkale (MKE)--TY--
HUN Kirk Gun Co.--US--(Brand of Hunter Arms Co. MAK was KIK.)
DIX Kirkland, Turner--US--(Mfd. by Dixie Gun Works.)
KIL Kirtland Bros.--US--
KLG Klein Guenther--US--
KKB Knickerbocker--US--(Mfd. by Crescent, American Gun Co., and Stevens. MAK was SAV.)
OAC Knife (Pistol)--US--(Code by mfr.)
SHE Knockabout--US--(Model of Sheridan.)
CRE Knox-All & Knox All Lakeside--US--(Mfd. by Crescent. MAK was IJ/KOX.)
REJ Knuckle Duster--US--(Model of James Reid.)
KOB Kobold--GE--
KOA Kobra--GE--
KOD Kodiak Mfg. Co.--US--
KOK Kokura--JA--
KOL Kolb, H. M.--US--(Mfr. of revolvers.)
KOM Kommer, Theodor--GE--
KOO Koon, Inc., H.--US--(Mfr. of Snake Charmer shotgun model.)
KR Korea (prior to division of 1948)--KR--(Code by country if make is undeterminable.)
KN North Korea--KN--(Code by country if make is undeterminable.)
KO South Korea--KO--(Code by country if make is undeterminable.)
KOR Korth--GE--(Mfr. of revolvers.)
KRA Krag--US/DK/NW--(Military weapons.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

USA Krag-Jorgensen--US--(Military weapons. MAK was KRA.)
KUS Krausser, A.--GE--
KRE Krepp
SSK Kresge, S. S.--US--(Importer only.)
KKC Krico (Kriegskorte & Co.)--WG--(MAK was KOR.)
KRD Krider, J. H.--US--(Mfr. of Civil War rifles.)
KRI Krieghoff Firearms Co.--WG--(Mfr. of shotguns and double barrel rifles.)
HS Kroydon--US--(Brand of High Standard. MAK was KYD.)
--- Krupp Stahl-- --(Not a brand; refers to a kind of steel.)
ELE Kynoch--EN--(Eley-Kynoch. MAK was KYC.)

LUR L. A. Deputy--WG--(Model of L. A. Fury.)
LUR L. A. Distributors--US--(U.S. importer.)
LUR L. A. Fury--WG--(Imported by L. A. Distributors. Mfd. by Reck and Erma.)
BEB L. Bergereon--FN--
DAX L. C. Davis & Sons--US--(Mfr. of shotguns. MAK was DAV.)
SMC L. C. Smith Gun Co.--US--(Mfr. of shotguns. MAK was SMI.)
DAU L. Daudeteau--FN--(Military weapons.)
LEY L. E. (Larranaga y Elartza)--SP--
LSC L. E. S. Corp--US--
SGD LH Gun Co.--US--(Springfield Armory M1A.)
LIP LIG (La Industria Guizpucoana)--SP--
WAT L. J. Warnant--BG--(Single-shot pistols and rifles.)
LSA LSA
LZH LZH--SX--
LAC Lacha--SP--(Model of shotgun.)
COQ Ladies Companion--US--(Brand of Continental Arms Co.)
LAD Ladies Pet--US--
LAS La France Specialties--US--(Mfrs. of pistols.)
LAT Lahti--FD/SQ--(Military weapons mfd. by Husqvarna or Valtion Kivaari Tehdas.)
ORB La Industrial Orbea--SP--(Mfd. by Orbea Brothers.)
MOS Lakefield--US--(Mfd. by O. F. Mossberg & Sons.)
LKE Lakefield Sales Limited--CD--(Lakefield, Canada)
TAP Lakelander--FD--(Model of Tampereen Asepaja.)
CRE Lakeside--US--(Mfd. by Crescent. MAK was LAK.)
LMS Lames--IT--
LAP Lampo--IT--(MAK was LAM.)
LAB Lanber Armas--SP--
CHE Lancaster, Charles, & Co.--EN--(Multibarreled pistols.)
STJ Land, Joseph--EN--(Mfd. Stephen Grant & Joseph Land, Ltd. MAK was JOS.)
LAM Landmann, J. G.--WG--
LAN Langenhan, F. L.--GE--(Invented/mfd. by Fritz Langenhan.)
LAN Langenhan Selbstlader--GE--(Auto pistol. MAK was LAG.)
LMF Lar Manufacturing--US--(West Jordan, UT)
LAA Larand--US--(Mfr. of silencers.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
LAO Larose--BG--
LMI Larranaga, Miguel--SP--(Mfr. of shotguns.)
LEY Larranaga y Elartza--SP--
MAF La Salle--FN--(Mfd. by Manufacture.)
LZL Laszlo--US--(Importer only.)
LA Lau, J. H., & Co.--US--(Importer only.)
LAF Lauf Pence--US--
--- Laufsthal--(Not a brand, refers to steel.)
LAR Laurona--SP--(Shotguns, imported by Jana International and others.)
CLT Lawman/Mark III--US--(Model of Colt.)
LAW Lawson, Harry--US--(Harry Lawson Co.)
LDY Leader Dynamics--AS--
CRE Leader Gun Co.--US--(Mfd. by Crescent. MAK was LEA.)
LBA Le Basque--SP--
LBC Lebeau-Courally
LEB Lebel--FN--(Military weapons.)
MAB Le Cavalier--FN--(Mfd. by Manufacture Automatiques De Bayonne.)
MAB Le Chasseur--FN--(Mfd. by Manufacture Automatiques De Bayonne.)
MAB Le Defendeur--FN--(Mfd. by Manufacture Automatiques De Bayonne.)
LED Le Dragon--SP--
LEE Lee Arms Co.--US--
LEH Lee Enfield--EN--
PAH Lee-Enfield Custom #1 or #4--EN--(Model of Parker-Hale rifle.)
CRE Lee Special--US--(Mfd. by Crescent. MAK was LEG.)
LEG Lee Special/Lee's Munner Special--BG--(Imported by H & D Folsom. MAK was LFC.)
LRN Leech & Rigdon--US--(Civil War revolvers.)
LFS Lee's Firearms Co.--US--(Mfr. of Civil War rifles.)
LEI Lefauchaux--FN/BG/NW--(Imported.)
LEF Lefever--US--(Mfr. of shotguns.)
LEN Lefner
MRE Le Francais--FN--(Model of Manufacture Francaise D'Armes et Cycles. MAK was LE/MAS.)
LEJ Left Destroyer--SP--
LEK Le Fulgor--BG--
FIP Legend--US--(Mfd. by F.I.E.)
LEL Legia Demontants--BG--
LEM Le Majestic--FN--
LEO Le Martiny--BG--
LEP Le Mat--FN--
JJC Le Monobloc--BG--(Mfd. by Jacquemart. MAK was MOL.)
LDA Lenoir & Logue--BG--
LEQ Le Novo--BG--
GHM Leonhardt--GE--(Mfd. by H. M. Gering Co. MAK was SEL/LNT.)
LER Le Page--BG--
LEV Lepco--SP/FN--
LET Le Protecteur--FN--
LEU Le Rapide--BG--
LEX Le Sane Parei/Le Sans Pareil--FN--(MAK was LES.)
LSS Le Secours--SP--(MAK was LEY.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
BEB Le Steph--FN--(Pistol model of Bergereon.)
LEZ Lester, L. M. & G. H.--US--
LFA Le Tout Acier Duc--FN--
LFB Lewes/Lewis--EN--(Machine guns.)
LEW Lewis, G. E.--US--
LEC Lewis, J. Lloyd--EN--
--- Liberator--US--(Pistols mfd. by Guide Lamp Division of General Motors, no serial numbers. DO NOT ENTER. MAK was LGM.)
LBR Liberty--US--(Shotguns mfd. by Hood Firearms Co. and Hopkins & Allen.)
LIB Liberty Arms Co.--WG/IT/US--(Mfd. by Rohm, Armalite, Herbert Schmidt, and Reck. Importer and distributor. MAK was ROM/LIQ.)
RET Liberty/Liberty Patent--SP--(Model of Retolaza. MAK was LGT.)
BEI Libia--SP--(Model of Beistegui. MAK was LII.)
LHV Lidl, Hans V.--AU--
--- Liege (Not a brand, city in Belgium. MAK was LIE.)
LIO Liegeoise--BG--(Made by Robor & Co.)
WAT Liego--BG--(Model of Warnant rifle. MAK was LJE.)
LIT Lightning (Pistol)--US/SP--
CLT Lightning (Rifle)--US--(Model of Colt.)
WHI Lightning Model--US--(Same as Wolverine.)
LIG Lignose--GE--(Mfd. by A. G. Lignose.)
FEG Liliput--HU--(Mfd. by Feg Union. MAK was LIL.)
ME Liliput--GE--(Mfd. by August Menz. MAK was LI.)
LIN Lincoln--BG--
LID Lindsay Mfg. Co.--US--(Two-shot Civil War rifles.)
IJ Lion--US--(Mfd. by Iver Johnson.)
TAP Lion (Free Rifle)--FD--(Mfd. by Tampereen Asepaja.)
SYL Lira (Mfd. by Systema La Lira.)
LTG Lithgow--AS--(Government military arsenal. MAK was AS.)
ERL Little Ace--US--(Derringer mfd. by Erl Svendsen.)
LIR Little All Right (Palm Pistol)--US--
ROM Little Bisley--WG--(Mfd. by Rohm. MAK was LIS.)
HOD Little John--US--(Mfd. by Hood Firearms Co. MAK was LJO.)
LIA Little Pal--US--
LIM Little Tom--AU/CK--
TAL Livianas, Tallares De Armas--AT--
LMT Liviaoitl (Name Stamped Upside Down)--KO--(Copy of .45 U.S. pistol.)
LJG Ljungman--SQ--
LJU Ljutic Arms Co.--US--(Mfr. of shotguns.)
LJU Ljutic Industries Inc.--US--
GAA Llama--SP--(Mfd. by Gabilondo. MAK was LLA.)
LMT Lmtaoitl--KO--(Copy of .45 U.S. pistol.)
LB Lob--FN--(Flobert single-shot pistols.)
LOB Lobo--SP--
LOE Loewe, Ludwig--GE--
LON Long Range Winner/Long Range Wonder--US--(Brand of Sears & Roebuck. MAK was LOG.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
ST Long Tom--US--(Mfd. by Stevens. MAK was LOM.)
LOI Longines--SP--
ACH Looking Glass--SP--(Model of Acha. MAK was LG.)
LCN Lorcin Engineering Co., Inc.--US--(Riverside, CA.)
LOS Losada--GE--
LOV Lovell Arms Co.--US--(Mfr. of custom rifles.)
LOW Lowell Arms Co.--US--
LOR Lower, John P.--US--
LOY Loyola--SP--(Mfr. of shotguns.)
LST Lucheni, Stefano--IT--
LUC Luchsgewehrfabrik--GE--(Mfr. of firearms.)
LRA Luciano Rota--IT--
PON Lucius W. Pond--US--
LOE Ludwig Loewe--GE--
LUG Luger--SZ/EN/GE--(Various mfrs. See instructions concerning Luger serial numbers on pages GUN-204 and -205.)
LBU Luigi Belleri--IT--
LU Lun Ebrug--GE--
LUN Luna--GE--
BEN "Lungo E. Par"--IT--(Appears on Bernardelli.)
LUE Lutetia--FN--
LUT Luttick--BG--
LUX Lux--GE--(Mfr. of Fruhuf pistols and shotguns.)
LYM Lyman Gun Co.--SX--(Percussion rifles and revolvers.)

USA M-1 (M1 Rifle)--US--(Many mfrs.)
SGD M1A--US--(Commercial M-14 copy. See Springfield Armory.)
MAB M. A. B.--FN--
ECE MAB-G2/Model MAB--SP--(Model of Echasa.)
MBC M. A. C.--FN--
MIX MAC (Military Armament Corp.)--US--(Mfr. of Ingram submachine guns.)
MDA MAP--FN--(Mfd. by D'Armes Des Pyrenees Francaises.)
MAS M. A. S.--FN--
MAT M. A. T.--FN--
MBA M. B. A./MB Associates--US--
MAF MF (Manufrance)--FN--(MAK was MF.)
MH M & H (Merwin & Hubert)--US--
MII MIL Incorporated--US--(Piney Flats, TN)
MKI MK Arms, Inc.--US--(Irvine, CA)
KIR MKE (Makina Ve Kimya Industrisi)--TY--(Mfr. of Kirikkale. MAK was MKK.)
MLE M. L.--BG--
--- MMI. or MRE. (Not a brand, French abbreviations for factory.)
MOC MOA Corporation--US--(Brookville, OH)
MS MS (Modesto Santos)--SP--(Mfr. of shotguns.)
MSA MSA--FN--
MSS M-S Safari Arms--US--
MTS MTS--SX--
MVC M.V.T. DiContento Eugenio--IT--
ZUL M. Zulaica & Co. (Zulaica y Cia)--SP--
MDI Maadi--EY--(Imported by Steyer Daimler Puch of America.)
VOE Mach IV--WG/AU--(Model of Voere.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
MCI Machine Crafters, Inc.--US--
MIC Madison Import Co.--US--(Importer only.)
MAD Madsen--DK--(Machine guns.)
MUE Maeleer--GE--
MGN Magnum Research--US--(Minneapolis, MN; Importer for Israeli Military Indus., Tel Aviv, Israel)
AEI Mahely--AT--(.22 caliber semi-automatic pistols made by Industria Argentina.)
MAV Makarov--SX--(Soviet military pistols.)
MCC Maltby, Corliss & Co.--US--
MAH Maltby & Henley--US--
MSP Man-Stopper--EN--(Model of Lancaster, Webley, and others. MAK was CHE.)
MDL Mandall Supply Co.--US--(Importer.)
HUN Manhattan Arms Co.--US--(Brand of Hunter Arms. MAK was MTT.)
MTT Manhattan Pocket Revolver--US--
MHN Manhurin, S.A.--FN--(French-made Walther.)
MNN Mann, Fritz (Mann Werke)--GE--
MNN Mann WT Model--GE--
MAN Mannlicher--AU/HU/SZ--
MAC Mannlicher/Carcano--IT--(Military weapons.)
STE Mannlicher-Schoenauer--AU/HU--(Mfd. by Steyr. MAK was MAL.)
MAO Manton, J., & Co.--BG--(Imported by H & D Folsom.)
MAB Manufacture Automatiques De Bayonne (MAB) --FN--
MDA Manufacture D'Armes des Pyrenees Francaises (MAP)--FN--(Mfr. of Unique and Mikros. MAK was UNI.)
MAS Manufacture D'Armes St. Etienne--FN--
MRE Manufacture Francaise D'Armes et Cycles--FN--
MDM Manufacture Imperial de Mutzig--FN--(MAK was MBB.)
MAF Manufrance--FN--
--- Manurhin (Not a mfr., city in France.)
MBL Marble Arms Corp.--US--(Mfr. of Game Getter.)
USA Maremont Corp.--US--(Military automatic weapons systems.)
MRG Margolin--SX--(Handgun model.)
BOU Marina--SP--(Model of Bolumburu. MAK was MAI.)
BSM Mario Beschi--IT--(Mfr. of shotguns.)
MRX Marixa, Armas--SP--(Mfr. of shotguns. MAK was AMX.)
INR Mark X--YG/US--(Assembled in U.S. by Interarms.)
MAG Marke--SP--(Mfd. by Hijos de Jorge Bascaran. MAK was MA.)
MRK Marks--US--(Brand of Hunter Arms.)
MAP Marksman Products--US--(Mfr. of air guns.)
MAK Markwell Arms Co.--(Mfr. of replicas of antiques.)
MOS Marlboro--US--(Mfd. by Mossberg.)
MAR Marlin Firearms Co.--US--
MAR Marlin L. C. Smith--US--(Model of Marlin shotgun.)
MRI Maroccini--IT--(Brescia, IT.)
MRF Marochi & Figli--IT--(Mfr. of shotguns.)
KAS Mars--CK--(Model of Kahout & Spol. MAK was MAZ.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
MBR Mars (Pistols)--EN/FN/OTHERS--(Various mfrs.)
MSC Marshwood--US--(Brand of Charles Williams Stores.)
MUC Marson, Samuel, & Co.--US--
MAW Marston, William M.--US--(Mfr. of Civil War carbines.)
MZA Marte--SP--(Model of Muguruza. MAK was MAA.)
MBB Marteau--SP--
BNM Martian--SP--(Model of Bascaran. MAK was MRT.)
MAG Martigny--SP--(Mfd. by Hijos de Jorge Bascaran.)
BNM Martin A. Bascaran--SP--
MRA Martin, Alex, Ltd.--EN--(Distributor.)
AMU Martin Amuategui--SP--
UGB Martin Ugarteburu--SP--
BSA Martini International--EN--(Model of BSA.)
MTN Martini/Martini-Henry--EN/FN--(Single-shot rifles.)
FEG Maru--HU--(Mfd. by Feg Union.)
OKC Marubeni America Corp.--US--(Imports from Kodensha; trade name Miida.)
MSI Masieri--IT--
EMF Mason-Dixon--IT--(Percussion arms mfd. by EMF Co.)
MSQ Masquelier U/S-- --
MAM Massachusetts Arms Co.--US--(Brand of Stevens.)
MMA Master Mag--US--(12 gauge shotgun.)
SW Masterpiece--US--(Mfd. by Smith & Wesson.)
AYA Matador--SP--(Shotgun model of Aya. MAK was MAQ.)
MSS Match Master--US--(Model of M-S Safari Arms.)
MHU Mathieu Arms & Development--US--(Mfr. of rifles.)
MAU Mauser--GE/WG--
--- Mauser-Bauer, Inc.--US--(Imported by Bauer, code by mfr.)
UBE Maverick--IT--(Derringer mfd. by Uberti. MAK was MVK/LIB.)
ROM Maverick--GE--(Mfd. by Rohm. MAK was MVK/LIB.)
MRM Maverick Arms--US--(Eagle Pass, TX)
MVI Mavi di Salvinelli--IT--
MAX Maxim--EN--(Machine guns.)
CRE Maximum--US--(Mfd. by Crescent. MAK was MXM.)
MXW Maxwell Arms--(Mfr. of black powder guns.)
GES Mayday Flare Gun--US--(Mfd. by Genrus Engineering Specialties.)
NHM Mayer, N. H. (NHM)--GE--(Mfr. of starter guns.)
MYR Mayer & Riem--WG--(Mfr. of starter guns.)
MYD Maynard--US--(Mfr. of Civil War rifles.)
MAY Mayor--SZ--
MAY Mayor Arquebusier--SZ--(Model of Mayor.)
MAY Mayor, Francois--SZ--
MYS Mayor & Sons--GE--
MCL McLaughlin Gun Mfg.--US--
MED Meacham, E. C., Arms Co.--US--
FNB Meadalist--BG--(Model of Browning.)
MRS Mears--BG--(Model of shotgun.)
FNB Medallion--BG--(Model of Browning.)
MSK Meiji Seika Kaisha--JA--

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
MPC Meister Products Co.--US--(Pomona, CA; Mfrs. Commander.)
MYS Melchor--GE--(Mfd. by Mayor & Sons.)
MEA Melina--SP--
RBR Meloir--BG--(Mfd. by Robar Et Cie. MAK was MEL.)
MEL Meloir--FR--
MDZ Mendoza--MM--
ME Menta--GE--(Mfd. by August Menz. MAK was MEN.)
MNT Mentz--GE--
ME Menz, August--GE/WG--
ME Menz Liliput--GE--(Mfd. by August Menz.)
MEY Mercury--BG/SP--(Pistols & shotguns, Tradewinds brand name.)
MER Mereilleux--BG--
MCG Merex Corp. Gebruder--GE--(Distributor of surplus weapons.)
MEF Meriden Firearms Co.--US--(Sears subsidiary.)
MEI Meridian Firearms Co.--US--
MRC Merrill Co.--US--(Mfr. of single-shot pistols.)
ORM Merke--SP--(Model of Ormachea. MAK was MEK.)
MEE Merkel--GE--
MRL Merrill, J. H., & Co.--US--(Mfr. of Civil War rifles.)
MRR Merrimack Arms--US--(Newburyport, MA)
MEV Merveilleux--FN--(Repeating pistol.)
MEB Merwin & Bray--US--(Mfr. of Civil War rifles.)
MH Merwin & Hubert (M & H)--US--
MZW Merz Werke--GE--
BRX Metallurgica Bresciana--IT--(Mfd. by Brixia.)
MET Meteor Rifles--US--(Various mfrs. The Model 52 is mfd. by Stevens.)
CRE Metropolitan Arms Co.--US--(Mfd. by Crescent. MAK was MPO.)
MEU Meunier, John, Gun Co.--US--
MEC Mexican Model--BG--
MM Mexico--MM--(Code by country if make is undeterminable. MAK was MEX.)
MFA Mexico City, Fabrica De Armas--MM--
MAJ Mfg. D'Armes a Feu--BG--
MDF Mfr. D'Armas de Feugo--SP--
MIH Michigan Armament--US--
MIA Midland Gun Co.--EN--
USA Midvale Steel & Ordnance--US--
MIE Mieg, Armand--GE--
MIG Mighty Midget--WG--
LMI Miguel Larranaga--SP--(Mfr. of shotguns.)
OKC Miida--US--(Trade name of importer Marubeni America Corp.; imports from Olin-Kodensha.)
MKA Mikkenger Arms--US--
MDA Mikros--FN--(Mfd. by D'Armes des Pyrenees. MAK was MIK.)
MID Milady--BG--
RGE Militar--IT--(Italian-made Walther PPK. Mfd. by Rigarmi. MAK was GAL.)
MIX Military Arament Corp. (MAC)--US--(Mfr. of Ingram submachine guns.)
MIL Military Automatic--SP--
HUN Miller-Morse Special--US--(Brand of Hunter Arms. MAK was MMS.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
FAB Minerve--SP--(Shotguns mfd. by Fabrique D'Armes de Guerre de Precision. MAK was MIN.)
SR Mini-14--US--(Model of Sturm, Ruger & Co.)
HNM Minicraft, H & N--US--(Covina, CA.)
MIM Minima--FN--
MIF Minneapolis Firearms Co.--US--
MNS Minnesota Arms Co.--US--
BER Minx--IT--(Model of Beretta.)
MIR Miroku Firearm Co.--JA--(Mfr. of shotguns and pistols.)
MIS Mississippi Valley Arms Co.--US--(Various mfrs.)
MGL Mitchel-Mogal--US/GE/IT--(Importer.)
MTC Mitchell Arms--US/IT--(Imported Guns.)
PCS Mitraillette Vigneron--BG--(Mfd. by Precision Liegeoise S.A.)
MRE Mitrailleur--FN--(Mfd. by Francaise D'Armes et Cycles St. Etienne. MAK was MIT.)
HS Model "G"--US--(Model of High Standard.)
MAE Modele Des Armes--FN--
ORN Modele D'Ordonnance--FN--
ZAR Modelo Corla--MM--(Model of Zaragoza. MAK was CRL.)
MS Modesto Santos (MS)--SP--(Mfr. of shotguns.)
REM Mohawk--US/CD--(Brand name of Remington Arms Co.)
CRE Mohawk Arms Co.--US--(Mfd. by Crescent. MAK was MOK.)
HUN Monarch Arms Co.--US--(Brand of Hunter Arms. MAK was MNR.)
MND Mondial (Blank Pistols)--IT--(Mfr. of starter guns. MAK was MOD.)
ARK Mondial (Revolvers)--SP--(Mfd. by Gaspar Arizaga. MAK was MOD.)
MOG Mondragon--SZ--
MON Moneta-Guernica
MOT Monitor--US--(Commercial version of BAR. Various mfrs. MAK was CLT.)
LJU Mono--US--(Model of Ljutic)
JJC Monobloc--BG--(Mfd. by Jacquemart. MAK was MOL.)
MMC Monomac--US--
SSS Montana--WG--(Mfd. by Sauer. MAK was HAW.)
MOB Montenegrin--BG--
JMO Montgomery, J. C.--US--
MOM Montgomery Ward "Western Field" Brand--US--
MOO Moore, William, & Co.--EN/BG--(Imported by H & D Folsom.)
CRE Moore's Patent Firearms Co.--US--(Brand of Crescent. MAK was MOO.)
MOP Morley & Murphy Hdw. Co.--US--
MOR Morrisburg
RHI Morrone--US--(Model of Rhode Island Arms. MAK was RI.)
MOA Mosin-Nagant--US/SZ/SX/FN/BG--(Russian military rifle.)
MOS Mossberg, O. F., & Sons--US--
MOV Mt. Vernon Arms Co.--BG--(Imported by H & D Folsom.)
PCI Mountain Arms Co.--US--(Mfr. of Precision Ind.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
MT Mountaineer--EN--(Rifle, remanufactured Enfield.)
MOW Mowery Gun Works--US--(Mfr. of percussion rifles.)
MUL Mueller--SZ--
GAA Mugica, Jose--SP--(Mfd. by Gabilondo. MAK was MUG.)
MZA Muguruza & Co.--SP--
MGV Musgrave--SF--(Mfr. of rifles.)
MUK Musketeer--EN/BG/US--(Rifle model of F. I. Garcia.)
BEI My Friend--SP--(Model of Beistegui. MAK was MY.)
HAA My Friend--US--(Model of Hopkins and Allen. MAK was MY/BEI.)
NHM NHM/N. H. Mayer--GE--(Mfr. of starter guns.)
AMN N. P. Ames--US--
ANC N. Pieper/Pieper Patent--BG--
DNR N. R. Davis & Sons (Mfr. of shotguns.)
NAG Nagant (Revolvers)--SX/SP/BG--(MAK was NGT.)
NMP Nambu (Pistols)--JA--(Military weapons.)
NAN Naniwa Kogyo K. K.--JA--(Mfr. of shotguns. MAK was NQQ.)
RYN Napoleon--US--(Mfd. by Ryan. MAK was NPL.)
FOZ Narodni Podnick--CK--(Mfd. by Ceska Zbrojovka. MAK was CZ.)
NAS Nashville Arms--US--
CRE National Arms Co.--US--(Mfd. by Crescent. MAK was NTL.)
CET National Institute of Industry--SP--(Mfd. by Cetme. MAK was NII.)
CLT National Match--US--(Model of Colt.)
NOI National Ordnance, Inc.--US--(Mfr. of rifles.)
USA National Postal Meter--US--(Mfr. of military carbines. MAK was INM.)
NSP National Sports Products--US--
SAV Naval Company, Model 94N--US--(MAK was NVL.)
SAV Naval Company, Model 919L--US--(MAK was NVL.)
NVL Naval Company, All other models--US--(Use NVL only when model is other than listed.)
NAV Naval Company, Incorporated--US--(Doylestown, PA. Not associated with the U.S. Navy.)
NVA Navy Arms Co.--US/IT--(Importer only.)
NEJ Ned. Magaziji--NE--
NEM Nemrod--FN--
RUP Nero--US--(Mfd. by Rupertus. MAK was NRO.)
NE Netherlands (or Dutch)--NE--(Code by country if make is undeterminable. MAK was NET.)
SIG Neuhausen--SZ/GE--(Model of S. I. G. MAK was NEU.)
NEA Neumann--BG--(Mfr. of shotguns.)
UBE Nevada Marshal--IT--(Revolvers mfd. by Uberti.)
BAB New Baby
BAK New Baker--US--(Later model of Baker Gun Co.)
NEC New Carolina--BG/US--(Model of shotgun.)
HR New Defender--US--(Model of Harrington & Richardson.)
NEI New Empire--US--(Brand name of various Manufacturers.)
NEE New England Arms Co.--US--

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
NEF New England Firearms--US--(Took over Harrington & Richardson.)
BAK New Era--US--(Shotguns, brand of Baker Gun Co.)
HUN New Haven Firearms Co.--US--(Brand of Hunter Arms.)
NEL New Liberty--US--
LON New Long Range Winner--US--(Sold by Sears & Roebuck.)
NMP New Nambu--JA--(Commercial pistols. MAK was NJP.)
CRE New Nitro--US--(Brand of Crescent. MAK was NIT.)
CRE New Rival--US--(Mfd. by Crescent. MAK was NER.)
CLT New Service--US--(Model of Colt.)
ST New White Powder Wonder--US--(Mfd. by Stevens. MAK was NEX.)
CRE New York Arms Co.--US--(Mfd. by Crescent. MAK was NEY.)
HOD New York Pistol Co.--US--(Mfd. by Hood Firearms Co. MAK was NYP.)
NEB Newman Brothers (Double shotguns.)
NEP Newport--US--
NEW Newton--US--
NEN Newton Arms Co.--US--
NJK Nihon Juho Kogyosho--JA--(Mfr. of shotguns.)
NOQ Nikko--JA--(Mfr. of shotguns. MAK was NKO.)
NYC Nippon Yuki Co., Ltd.--JA--(Mfr. of shotguns.)
ST Nitro--US--(Mfd. by Stevens.)
NIT Nitro Bird--US--(Brand of H & D Folsom shotguns. MAK was NIB.)
NIT Nitro Hunter--US--(Brand of H & D Folsom shotguns. MAK was NIH.)
NIT Nitro King--US--(Brand of H & D Folsom shotguns.)
ST Nitro Marvel--US--(Brand of Stevens. MAK was NIT.)
ST Nitro Proof--US--(Brand of Stevens. MAK was NIT.)
NIV Niva--CK--
NOB Noble--US--
ZAB NOC-A-BOT--SP--(Mfd. by Zabala Hermanos. MAK was NOC.)
NRL Non-Ray--BG--(Brand of shotguns.)
BLG Nonareil--US--(Mfd. by Bliss & Goodyear. MAK was>NNL.)
NOW Nopwich Arms--US--
NMC Noramco--US--(Handguns.)
ANO Norberto Arizmendi--SP--
NOD Nordheim--GE--(Also uses name of Vono.)
NVS Norfolk, Virginia--US--(Shotguns, importer only.)
NRC Norica--SP--(Mfd. by Norberto Arizmendi.)
NON Norinco--US--
NOM Norma--US--
NMR Norrahammar--SQ--(Mfr. of rifles.)
NSC Norris & Clement--US--(Mfr. of Civil War rifles.)
NAA North American Arms--US--(Mfr. of 225. single shot Derringer. MAK was NOO.)
NOO North American Arms--CD--

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
NCI North China Ind.--(Distributed in Clayco, KS.)
NOH North & Savage--US--
NOS North, Simeon--US--(Carbines.)
ST Northwestern--US--(Brand of Stevens. MAK was NWR.)
HOH Northwood--EN--(Model of Holland & Holland.)
NMC Norton Armament Co.--US--(Mfr. of TP-70.)
NW Norway--NW--(Code by country if make is undeterminable. MAK was NOR.)
CRE Norwich Arms Co.--US--(Mfd. by Crescent. MAK was NOW.)
NOW Norwich Falls Pistol Co.--US--(Owned by Bliss & Goodyear.)
NOL Norwich Lock Mfg. Co.--US--
NOT Not Nac Mfg. Co.--US--(Mfd. by Crescent.)
NOU Nouveau--BG--
LAS Nova--US--(Mfd. by La France Specialties.)
NOV Novamatic--IT--
NOY Noyo--MM--
NUA Nuarmco--US--(Stanton Island, NY)
NUM Numrich Arms Corp.--US--
ODI O. D. I. Incorporated--US--(Middleton Park, NJ)
MOS O. F. Mossberg & Sons--US--
ORB O. H. Iris (Orbea Hermanos)--SP--(MAK was EAS)
EAS O. H. Oscillante--SP--(Mfd. by Eulugio Arrostequi. MAK was OSI/OHO.)
OM OM--SP--(Brand of Ojanguren y Marcaide.)
OMC OMC "Back Up"--US--
OVO O. V. (Ojanguren & Vidosa)--SP--
OWA O. W. A.--AU--
OAK Oak Leaf--US--(Various mfrs.)
OBE Obregon--MM--
OBR Obregon--SP--(MAK was OBE.)
OBI O'Brien Rifle Co.--US--
OAC Oddity Arms Co.--US--(Mfr. of Knife pistols. OHI.)
ERR Oicet--SP--(Mfd. by Antonio Errasti. MAK was OIC.)
OVO Ojanguren & Vidosa (O. V.)--SP--
ME Okzet--GE--(Mfd. by August Menz. MAK was OKE.)
CRE Old-Colony--US--(Brand name of Crescent. MAK was OLC.)
SHB Old Reliable--US--(Marking on Sharps-Borchardt rifles.)
OKC Olin-Kodensha Co.--JA--(MAK was WIN.)
WIN Olin-Mathieson Corp.--US--(Mfd. by Winchester.)
OLY Olympia Pistole--SZ/GE--
FNB Olympian--BG--(Mfd. by Fabrique National.)
OLP Olympic--US--(Brand of various mfrs.)
HS Olympic (Pistols)--US--(Model of High Standard.)
--- Olympic (Rifles)--GE--
WAL Model of Walther
VOE Model of Voere
AAS Omar--IT--(Shotgun, old trade name of Masieri which is not Armi Atis. MAK was OMR.)
OME Omega (Handguns)--US--(Importer of handguns from Spain, Italy, and Germany. MAK was OMG.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

OGA Omega (Rifles)--US--(Model of Firearms Development Co.)
OMD Omega Defensive Industries--US--
ONA Onandia--SP--
STA Onena--SP--(Brand of Star. MAK was ONE.)
--- Opotschno (Not a brand, city in Czechoslovakia. MAK was FDO.)
VAM Orava--FD--(Mfd. by Valmet. MAK was ORA.)
ORB Orbea/Orbea Bros./Orbea Hermanos--SP--
ORD Ordinanza--IT--
ODC Ordnance Design Co.--US--
OMC Ordnance Mfg. Co. (OMC)--US--
OTY Ordnance Technology--US--(Stetson, ME)
ORN Ordonnance--BG--
ORM Ormachea, Fernando--SP--
ORT Ortgies--GE--(Pistols mfd. by Deutsche Werke and various other mfrs.)
OSC Oscilante-Azul--SP--
BEI Oscillante, B. H.--SP--(Mfd. by Beistegui Hermanos.)
EAS Oscillante, O. H.--SP--(Mfd. by Eulogio Arrostequi. MAK was OSI/OHO.)
OSG Osgood Gun Works--US--
OSP Osprey--US--
OST Osteneichisha--GE--
SCR Osthelm Schmidt--WG--(Mfd. by Herbert Schmidt; Schmidt, Osthelm.)
OTE Oterr-Sterr
SMM Otis A. Smith--US--
AMR Overland--BZ--(Model of Amadeo Rossi.)
SP Oviedo--SP--(Government arsenal.)
OWN Owen--AS--(Submachine guns.)
CRE Oxford Arms Co.--US--(Mfd. by Crescent. MAK was OXF.)
OYE Oyez--BG--

--- P-38--GE--(Code by mfr. MAK was WAL.)
PAI PAC (Pacific Arms Co.)--US--(Importer only.)
CLT PAF "Junior"--SF--(.25 pistol, model of Colt. MAK was PAF.)
BER P. or Pietro Beretta--IT--
PG P & G (Paxton & Gallagher)--US--
PIC PIC (Precise Imports Co.)--US--(Importer only from Germany and Italy.)
FEG PJK--HU--(Mfd. by Federal Union.)
ACK P. O. Ackley--US--(Mfr. of rifles.)
POS POS (Pride of Spain)--SP--(Mfr. of shotguns.)
WAL PP/PPK/PPKS--GE--(Models of Walther.)
JTC P. S. Justice--US--(Mfr. of Civil War rifles.)
PWA PWA (Pack West Arms)--US--(Mfd. in Milan, IL and assembled in Spokane, WA.)
PZK PZK--CK--
PCH Pachmayr Gun Works--US--
PAI Pacific--US--(Brand name of Pacific Arms Co.)
PIM Pacific International Manufacturing Corp. --US--(Distributor.)
PAD Padre--IT--
PAG Page-Lewis--US--
PAO Pagoma--US--
HR Pal--US--(Model of Harrington & Richardson.)
PCE Palmer Chemical and Equipment Co., Inc.--US--(Mfr. of "Cap-Chure" tranquilizing dart gun.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

PLM Palmetto--US--(Marking on Tryon rifles.)
PAA Palmetto Armory--US--(Confederate armory.)
WOE Pantax--AT--(Mfd. by E. Woerther. MAK was PAN.)
BER Panther--IT--(Model of Beretta.)
ECE Panzer--SP--(Mfd. by Echasa. MAK was PNZ.)
FII Panzer--US--(Derringer made by F. I. Garcia. MAK was PAE.)
PAC Par & Case
POD Para Ordnance--CD--(Mfr. of military weapons.)
LUG Parabellum--GE--
PAL Paraga--CK--
PAQ Paragon--SP--
PRN Paragon--US--(Brand of Stevens and Hopkins & Allen.)
PAM Paramount--SP--(Made by Spadozo, Apaolozo or Retolaza.)
PRD Pardini--IT--(Imported by Fiocchi.)
PAH Parker-Hale--EN--
PAR Parker/Parker Bros.--US--(Mfr. of shotguns.)
PAS Parkhurst, William--EN/BG--
PKR Parkington & Richardson--US--
HAA Parole--US--(Mfd. by Hopkins and Allen.)
PDA Pasadena Firearms--US--(Importer.)
AEI Pasper S.R.L.--AT--(.22 revolver made by Industria Argentina.)
ECY Pathfinder--SP--(Mfd. by Echave y Arizmendi. MAK was PAT/CAC.)
CAC Pathfinder--US--(Model of Charter Arms. MAK was PAT.)
HAA Pathfinder--US--(Model of Hopkins and Allen. MAK was PAT/CAC.)
BLG Patriot--US--(Mfd. by Bliss & Goodyear. MAK was PTR.)
PRI Patriot--US--(Manufacturer of Partisan Avenger.)
JAE Paul Jaeger--US/WG--
SCR Pawnee/Pawnee Scout--GE--(Model of Herbert Schmidt.)
PG Paxton & Gallagher (P & G)--US--
PBY Peabody, H. O.--US--(Mfr. of Civil War rifles.)
MTN Peabody-Martini--EN--(See also Martini. MAK was PEA.)
CLT Peacemaker (Frontier)--US--(Model of Colt.)
MOS Pedersen Division of Mossberg--US--(Shotguns and rifles.)
ADC Pedro Arosa Aguirre--SP--(Mfr. of shotguns.)
GOR Pedro Gorosabel--IT--

--- Peerless--US--
CRE Model of Crescent
ST Model of Stevens

REM Peerless Gun--US--(Mfd. by Remington Arms Co. MAK was PEG/SAV.)
PEL Pelican--US--(Trademark of Olgilvie Hardware.)
ANS Penar--GE--(Rifles, trademark of Anschutz.)
BLG Penetrator--US--(Mfd. by Bliss & Goodyear. MAK was PNR.)
PEN Penguin--US--(Mfr. of tear gas guns and distress signals.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

PNY Penney, J. C. (Foremost)--US--(Various mfrs.)
PEO Peote--SP--(MAK was SPA.)
PRZ Perazzi--IT--(Mfr. of shotguns.)
PND Peregrine Industries--US--(Huntington Beach, CA)
PEC Perfect--FN--
GAA Perfect--SP--(Mfd. by Gabilondo.)
PRF Perfecta--GE--(Mfr. of starter pistols.)
CRE Perfection--US--(Mfd. by Crescent. MAK was PEE.)
ORB Perfecto--SP--(Mfd. by Orbea. MAK was PEF.)
PEI Perrin--FN--
PER Perry, Alonzo D.--US--
DAE Pheasant--FN--(Shotgun, model of Darne.)
RPC Phillip Clay Roettinger--MM--(Mfr. of rifles.)
PHO Phoenix--SP--(Various mfrs. in Spain.)

--- Phoenix--US--MAK was PHO
HAA Hopkins & Allen
WHI Eli Whitney

PHE Phoenix Arms Co.--US--(Mfr. of pistols.)
PIK Pickert, Friedrich--GE--
CRE Piedmont Hdw. Co.--US--(Mfd. by Crescent. MAK was PIE.)
ANC Pieper--BG--(Anciens Establishments Pieper.)
BER Pietro or P. Beretta--IT--
ZAN Pietro Zanoletti--IT--
ARK Pinkerton--SP--(Mfd. by Gaspar Arizaga. MAK was PIN.)
CRE Pioneer Arms Co.--US--(Mfd. by Crescent. MAK was PIO.)
PTF Pirlot/Pirlot Freres--BG--
PMD Pistole M. 37 or M. 29--HU--(Military pistol.)
PME Pistole Modell 27--CK--(Military pistol.)
SYS Pistolet Auto. Francais Union--FN--(Mfd. by Seytres. MAK was PIS.)
ANC Pistolet Automatique N. Pieper--BG--(MAK was PIA.)
PIF Pistolet Flobert--FN--
TUA Pistolet Korovin--SX--
HIB Pittsfield--US--(Brand of Hibbard, Spencer, & Bartlett. MAK was PIL.)
--- Placencia (Not a brand, city in Spain. See Arizaga.)
PMC Plainfield Machine Co.--US--(Mfr. of commercial M1 carbines.)
THM Plains--US--(Model of Thompson Center Arms Co.)
PLA Plant's Mfg. Co.--US--
HS Plinker--US--(Model of High Standard.)
ROM Plinker--WG--(Mfd. by Rhoem Gesellschaft. MAK was PLK.)
GAA Plus Ultra--SP--(Mfd. by Gabilondo. MAK was PLS.)
PLY Plymouth--US--(Various mfrs.)
PDI Pneu-Dart, Inc.--US/AS--(Tranquilizer guns.)
POI Polain, Prosper--BG--
PO Poland--PO--(Code by country if make cannot be determined.)
ZAN Polaris--IT--(Mfd. by A. P. Zanoletti. MAK was PLR.)
POC Police Ordnance Co. (Machine Gun Mfg. Co.)--US--

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

SR Police Service-6--US--(Model of Sturm & Ruger.)
PO Polish--PO--(Code by country if make is undeterminable. MAK was POL.)
--- Polizei (Not a brand, German word for police.)
POT Polytechnologies--CN--
POM Pompeya
PON Pond, Lucius W.--US--
POY Pony--GE--
POH Powder Horn--US--
POW Powell
POX Powermag--WG--(Imported by Herter. Various mfrs. MAK was HEW.)
--- Praha/Prague (Not a brand, city in Czechoslovakia. MAK was ZBP.)
BLG Prairie King--US--(Mfd. by Bliss & Goodyear. MAK was PRK.)
PIC Precise Imports Co. (PIC)--US--(Importer of guns from Germany and Italy.)
PIC Precision--US--
CAS Precision--SP--(Identical to Ca-Si.)
FET Precision Ballistics, Inc.--US--(Mfd. by Feather Enterprise.)
PCI Precision Industries--US--(Mfd. by Mountain Arms Co.)
PCS Precision Liegeoise S.A.--BG--(Mfr. of Mitraillette Vigneron (9 MM M2 Submachine Gun.)
PES Precision Small Parts--US--(Charlottesville, VA)
HR Premier--US--(Brand name used by various mfrs. MAK was PRS.)
URI Premier--SP--(Mfd. by Tomas de Urizar. MAK was PRS.)
PMR Premier--JA--(Mfr. of shotguns.)
HUN Premier Special--US--(Brand of Hunter Arms. MAK was PRS.)
PRE Prescott, E. A.--US--
HUN Price, J. W.--US--(Brand of Hunter Arms. MAK was PRC.)
BOI Pride of Brazil--BZ--(Mfd. by Boito.)
POS Pride of Spain (POS)--SP--(Mfr. of shotguns.)
PRM Prima--FN--
PNC Prince--US--(Various mfrs.)
URI Princeps--SP--(Mfd. by Tomas de Urizar. MAK was PRP/PRI.)
PRG Progress--US--
POI Prosper Polain--BG--
PRO Protector--US/SP--(Various mfrs. in both Spain and U.S.)
PRR Protector Arms Co.--US--
PBY Providence Tool Co.--US--(Mfd. by H. O. Peabody.)
BER Puma--IT--(Model of Beretta.)
OVO Puppit--SP--(Mfd. by Ojanguren & Vidosa. MAK was PUI.)
PUP Puppy--BG/SP/GE--(Spanish mfr. was Francisco Arizmendi and various other mfrs.)
PUD Purdey, James, & Sons--EN--(Rifles and shotguns.)

QAK Quackenbush, H. M.--US--
CRE Quail (Hammerless)--US--(Brand of Crescent. MAK was SAV.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

DAE Quail Hunter--FN--(Shotgun, model of Darne.)
QFI Quality Firearms, Inc.--US--
USA Quality Hardware & Machine Corp.--US--(Mfr. of military carbines.)
QUA Quan-Doi Cao-Dai--VS--(Military weapons.)
QUD Quan-Doi Quoc. Gia. L. M.--VS--(Military weapons.)
CRE Queen City--US--(Mfd. by Crescent. MAK was QC.)

ROM R610c--GE--(Imported by Precise Imports Co., mfd. by Rhoem Gessellschaft. MAK was RAA.)
RBF R. B. Industries--US--(Fraser, Michigan)
SP R. E. (Republic Espanola)--SP--(Code by country if make is undeterminable. MAK was RRE.)
SE R. F. Sedgley, Inc.--US--
RGI RG (With Numbers)*--US--(See RG Industries. MAK was RG.)
ROM RG (With Numbers)*--WG--(Model of Rohm.)
RGE RG (Without Numbers)--IT--(Mfd. by Rigarmi. MAK was GAL.)
RGI RG Industries*--US--(Mfr. and importer.)
RMA R. M. A. C. (Rocky Mountain Arms Corp.--US--(Mfr. of rifles and revolvers.)
RMT RMT--US--(Ranger Machine & Tool--Mfr. frames only.)
MAY RN (With Fish)--SZ--(Mfd. by Mayor.)
RPB RPB Industries--US--
RTS RTS (Ranch & Silva)--IT--(Also starter guns.)
AMS R. W. Amsden--US--
--- RWS--GE--(Mfr. of ammunition. MAK was RO.)
RWS RWS/Diana--US--(Mfr. of airguns.)
GAA Radium--SP--(Mfd. by Gabilondo. MAK was RAI.)
RAD Radom--PO--
RLI Ram Line, Inc.--US--
RAM Ramo, Incorporated--US--(Antioch, TN)
RAB Ran--BG--
RTS Ranch & Silva (RTS)--IT--(Also starter guns.)
RND Randall Mfg. Co.--US--(Mfg. Randall.)
MDA Ranger--FN--(Mfd. by Manufacture D'Armes Des Pyrenees. MAK was RAN.)
HAA Ranger--US--(Mfd. by Hopkins & Allen. MAK was RAG.)
AEI Ranger--AT--(.410 single-shot pistols made by Industria Argentina.)
RGR Ranger Arms, Inc.--US--(Mfr. of rifles.)
RMT Ranger Machine and Tool (RMT)--US--(Mfr. of frames only.)
RAP Rapid-Maxima--FN--
RAS Rast & Gasser--AU--
RAV Raven Arms Co.--US--(Mfr. of handguns.)
RAR Raymond & Robitaille--US--
RAY Rayon--SP--
RZO Razno--SX--(Shotguns.)
RCK Reck--WG--
RCK Recky--WG--(Model of Reck. MAK was RCY.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

REC Record Match Pistols--GE--
REE Red Chieftan--US--(Brand of Stevens, Various mfrs.)
LEE Red Jacket--US--(Mfd. by Lee Arms Co. MAK was RED.)
ROJ Red Jacket--US--
LEE Red Rider--US--(Mfd. by Lee Arms Co. MAK was RED.)
SR Redhawk--US--(Mfd. by Sturm, Ruger, & Co.)
LEE Redorm--US--(Mfd. by Lee Arms Co. MAK was RE.)
SHN Reform/Reform Repeating Pistol--GE--(Made by August Schnle. MAK was REF.)
CHL Regal--EN--(Brand of Churchill.)
ZOI Regency--IT--(Brand of Antonio Zoli shotguns.)
REY Regent--SP--(Model mfd. by Astra, Bolumburu, and others.)
FII Regent--US--(Mfd. by F.I. Industries. MAK was REY.)
BOU Regento--SP--(Mfd. by Bolumburu. MAK was REK.)
BOU Regina--SP--(Mfd. by Bolumburu. MAK was REN.)
SHN Regnum--GE--(Model of Schnle, four-barrel pistols. MAK was REG.)
REJ Reid, James--US--
REL Reilly, E. M., & Co.--EN--
AZA Reims/Reims Patent--SP--(Made by Arrizabalaga & Azanza. MAK was RES.)
MDA Reina--FN--(Mfd. by Manufacture D'Armes Des Pyrenees. MAK was REH.)
HR Reising (H&R)--US--(Mfr. of rifles and sub-machine guns.)
HR Reising Arms. Co.--US--(Mfd. by Harrington & Richardson. MAK was REI.)
MEU Reliance--US--(Brand of John Meunier Gun Co.)
REM Remington Arms Co., Inc.--US--
USA Remington Arms Union--US--
USA Remington-Rand, Inc.--US--(Mfr. of U.S. military weapons. MAK was REQ.)
RMO Remo--GE--
ECY Renard--SP--(Mfd. by Echave y Arizmendi. MAK was RER.)
REA Renegade
GAS Renette, Gastinne--FN--
URG Reno--SP--(Model of Uriguen.)
--- Replica Arms Co.--US--(Nonshooting replicas, Alexandria, VA. MAK was REW.)
RAC Replica Arms Co.--US--(Marrietta, OH. MAK was REW.)
REP Republic--SP--
SP Republic Espanola (R. E.)--SP--(Code by country if make is undeterminable. MAK was RRE.)
RET Retolaza/Retolaza Bros.--SP--
REU Revelation (Various mfrs.)
REV Revelli--IT--
CRE REV-O-NO/REV-O-NOC--US--(Model of Crescent. MAK was REO.)

* Rohm revolver models RG30, RG30S, RG63, RG66, RG38T, and RG2S were manufactured in Germany and imported by RG Industries, Miami, Florida, prior to the passage of the Gun Control Act of 1968. Since 1968, most Rohm revolvers are manufactured in the United States by RG Industries.

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

REX Rex--SP/BG--(Various mfrs.)
RFY Reynolds, Plant, & Hotchkiss--EN--
RMM Rheinische Metalwaren--GE--
RMM Rheinmetall--GE--
RHI Rhode Island Arms--US--
ROM Rhoem Gesellschaft--WG--
RHO Rhoner/Rhonie--GE--
RIA Richards, W.--BG--(Imported by H & D Folsom.)
WES Richards, Westley--EN--(Imported by Harrington & Richardson.)
RIC Richland Arms Co.--SP/US--(Importer.)
CRE Richter, Charles--US--(Mfd. by Crescent. MAK was RIE.)
CRE Rickard Arms Co.--US--(Mfd. by Crescent. MAK was RIK.)
RRC Riedl Rifle Co.--US--(Mfr. of single-shot rifles.)
RGE Rigarmi/Rigarms--IT--(MAK was GAL.)
RID Rigaud--AT--
RIG Rigby, John, & Co.--EN--
RGE Rino Galesi--IT--(Mfd. by Rigarmi. MAK was GAL.)
RIO Rio--SP--(Percussion pistols.)
RIL Rival--SP--
RVL Rival--US--
ST Riverside Arms Co.--US--(Mfr. by Stevens. MAK was RIV.)
RBR Robar Et Cie--BG--
RDK Robar Et Dekerkhove--FN--(Early mfr. of rifles.)
RBL Robbins & Lawrence--US--
HOD Robin Hood--US--(Mfd. by Hood Firearms Co.)
MAF Robust--FN--(Mfd. by Manufrance. MAK was ROB.)
USA Rochester Defense Corp.--US--(Mfr. of military carbines.)
ROI Rock Island Armory--US--Commercial mfr.--do not confuse with Rock Island (Military) Arsenal.
USA Rock Island Arsenal--US--(Mfr. of military rifles.)
ROP Rock Pistol Mfg.--US--
USA Rockola Mfg. Corp.--US--(Mfr. of military carbines.)
RMA Rocky Mountain Arms Corp. (R. M. A. C.)
--US--(Mfr. of rifles and revolvers.)
RPC Roettinger, Phillip Clay--MM--(Mfr. of rifles.)
ROK Rogak, Inc.--US--(9mm. Semi-Automatic Pistol-Skokie, IL.)
ROG Roger
DCR Roger Dacin--US--
ROE Rogers & Spencer--US--(Civil War revolvers.)
ROM Rohm--WG--*
ARZ Roland--SP--(Mfd. by Francisco Arizmendi. MAK was ROL.)
RON Rollin White Arms--US--
BEN Roma--IT--(Brand of Vincenzo Bernardelli.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

FRN Rome Revolver & Novelty Co.--US--
ROH Romer/Romerwerk--GE--(MAK was RO.)
ROM Romo--WG--(Mfd. by Rohm. MAK was ROO.)
WIN Roosevelt, Theodore Commemorative--US/JA--
(Mfd. by Winchester.)
ROM Rosco--WG--(Mfd. by Rohm. MAK was RCO.)
GRO Rose, George E., Co.--US--(Importer.)
ROW Rosebush, Waldo--US--
ROR Ross Rifle--US/CD/EN--
AMR Rossi, Amadeo, & Co.--BZ--
ROF Roth Frommer--AU--
RGA Roth-Gasser--AU--
ROS Roth-Sauer--GE--
RST Roth-Steyr--AU/HU--
GMB Rottweil--IT--(Brand name used by Dynamite Nobel--Mfd. by Gamba.)
RBY Rouby--FN--(Mfr. of electric shotguns.)
ROU Routledge Mfg. Co.--US--
WEA Roy Weatherby--US--(Mfr. of rifles and shotguns.)
HOH Royal--EN--(Model of Holland & Holland.)
BEI Royal (Royal Novelty)--SP--(.25 automatic mfd. by Beistegui - Hermanos. MAK was ROA.)
HUN Royal Arms Co.--US--(Mfd. by Hunter Arms. MAK was THR.)
THR Royal Arms Co.--US--(Aka. Three Barrel Gun Co., Moundsville, WV.)
ZUL Royal Dog--SP--(Model of Zulaica y Cia.)
HOH Royal Game Gun--EN--(Shotgun, model of Holland & Holland.)
ROY Royal Gun Co.--US--
USA Royal McBee Typewriter Corp.--US--
ROV Royal Service--US--(Various mfrs.)
ROZ Royal Small Arms--EN--
RBI Rubi--AT--
GAA Ruby--SP/MM--(Model of Gabilondo. MAK was RUB.)
RUB Ruby Arms Co.--SP--
SR Ruger--US--
CRE Rummel (A. J. Rummel Arms Co.)--US--(Mfd. by Crescent. MAK was RUM.)
RUP Ruppertus Pat. Pistol Mfg. Co.--US--
RUR Rural--SP--
SX Russia--SX--(Code by country if make is undeterminable. MAK was RUS.)
RUU Russo-Chinois--SP--
RYE Ryan, E. Pistol Mfg. Co.--US--(MAK was RYN.)
RYN Ryan, Thomas, Jr., Mfg. Co.--US--
--- Ryder--US--
ST Model of Stevens
REM Model of Remington Arms Co.
SAY S. A. (Suinaga y Aramberri)--SP--(Mfr. of revolvers, see also Victor Aramberri & Sons.)
SAB S.A. Automatique--FN--
SAC S. A. C. M.--FN--

* Rohm revolver models RG30, RG30S, RG63, RG66, RG38T, and RG2S were manufactured in Germany and imported by RG Industries, Miami, Florida, prior to the passage of the Gun Control Act of 1968. Since 1968, most Rohm revolvers are manufactured in the United States by RG Industries.

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SAG S. A. G. M. or S. A. G. E. M.--FN--
SEQ S. E. A. M.--SP--
SGW SGW Enterprises--US--(Mfr. of frames only.)
SIA S. I. A.--IT--
SIG S. I. G. (Swiss Industrial Gesellschaft)--SZ--
SSS S. I. G.--WG--(Swiss Industrial Gesellschaft of Germany)
SSS Sig-AMT--WG--(Model of SIG.)
SSS Sig-Sauer--WG--(Model of SIG.)
SKB SKB Arms Co.--JA--(Mfr. of shotguns.)
NCI SKS--RC--(Mfd. by North China Ind.)
SLR SLLR--WG--
MS S. M.--SP--(Mfd. by Modesto Santos.)
RHO S-M--GE--(Mfd. by Rhoner. MAK was SMR.)
LEH S. M. L. E.--EN--(English military rifle. MAK was SML.)
USA S. Mfg. Co. (Singer)--US--(.45 U.S. pistol.)
SSS S & S (Sauer & Sohn)--WG--
SSK S. S. Kresge--US--
CRE "SST" (State Arms Gun Co.)--US--(Mfd. by Crescent.)
SWD S.W.D. Industries--US--(Mfg. Cobray.)
SWD S. W. Daniel, Inc. (S. W. D., Inc.)--US--(Atlanta, GA)
SAF Sabatier--FN--
SBI Sabatti (Fias)--IT--(Brand name of Armi Sabatti.)
SAA Sabatti & Tanfolglio--IT--
SBL Sable--BG--(Brand of shotguns.)
BER Sable--IT--(Model of Beretta.)
GJV Sable--US--(Trademark of Galef.)
PAH Safari--EN--(Model of Parker-Hale rifle.)
AEI Safari--AT--(Double-barrel shotgun pistols made by Industria Argentina.)
MSS Safari Arms, M-S--US--
FNB Safari Grade--BG--
USA Saginaw Steering Division, General Motors--US--(Mfr. of military carbines. MAK was SAW.)
SAS Sahsho Ltd.--JA--
SAK Sako--FD--
SAR Salaverria, Iraola--SP--
SLF Salford Imports--US--
OVO Salvage--SP--(Mfd. by Ojanguren & Vidosa.)
--- Salvaje (Not a brand, Spanish word meaning safety. MAK was SAL.)
HOA Sam Holt--US--
MUC Samuel Marson & Co.--US--
ASM San Marco, Armi--IT--(Replicas of antiques.)
SPL San Paulo--BZ--(Brand of shotgun (Mfr. unknown.))
FEH San Remo--AU--(Shotgun, model of Ferlach.)
SAD Sanders--US--
SAE Sanderson-- --
SAN Sangenhau-- --
SAS Sansho, Ltd.--JA--
SNB Santa Barbara--SP--(Rifles, imported by Connecticut Valley Arms.)
--- Santa Fe Firearms--US--(Converted military arms, code for original mfr.)
BER Santa Fe M-59--IT--(Brand of Beretta. MAK was SNF.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

MS Santos, Modesto--SP--(MAK was SAT.)
RPB Sap--US--(Mfd. by RPB Industries.)
SAQ Sarasqueta, Felix, & Co.--SP--(Mfr. of shotguns.)
SRQ Sarasqueta, Victor--SP--(Mfr. of shotguns.)
SRC Sarco (Charles Steen Armament Co.)--US--(Importer.)
SAM Sarmco--SX--
SAA Sata--IT--(Trademark of Sabatti & Tanfolglio.)
SSS Sauer, J. P., & Sons--WG--
SSS Sauer & Sohn (S & S)--WG--
ANS Savage/Anschutz--US/WG--(Rifles, imported by Savage. MAK was SAV.)
SAV Savage Arms Corp., Division of Emhart Corp.--US--
FI Schall & Co.--US--(Mfd. by Fiala Arms & Equipment Co. MAK was SCA.)
SNT Scheintod/Scheintot--GE--(Mfr. of handguns.)
SCE Schieder, Karl (Kaschie)--WG--(Mfr. of derringers.)
SHI Schilling--GE--
SHM Schimel (Gas/air pistol.)-- --
SCI Schintad
SCM Schmeisser--GE--(Mfd. by C. G. Haenel, Erma and others.)
SSG Schmeisser & Simpson--GE--
SCM Schmeizer--GE--
HUN Schmelzer--US--(Brand of Hunter Arms.)
SCR Schmidt, Herbert--WG--(Mfr. of handguns.)
SCR Schmidt, Osthelm--WG--(Mfd. by Herbert Schmidt.)
SCQ Schmidt-Rubin--SZ--(Swiss military rifle.)
SHN Schnle, August--GE--
--- Schofield's--US--(Mfr. of scopes and sights only.)
SCN Schonberger--AU--
DAY Schouboe--DK--(Dansk Rekyrliffel Syndikat.)
SCF Schoulhof, Wien--FN--
SHV Schover--GE--(Single-shot rifles.)
SFA Schroeder, Freses Ames--BG--(Distributor.)
AGS Schuler, August--GE--
SCL Schultz/Larsen--DK--
SHG Schuyler, Hartley, & Graham--US--
SCH Schwarzlose, A. W.--AU--
SIG Schweizerische--SZ--(See Swiss Industriel Gesellschaft.)
SCP Scorpion--CK--
WS Scott--EN--(Mfd. by Webley & Scott. MAK was SCO.)
HAA Scott--US--(Mfd. by Hopkins & Allen, subsidiary of Hood. MAK was SC.)
SCT Scott Arms Co.--US--
STT Scotti--IT--
SCU Scout--US--
IJ Sealed Eight--US--(Model of Iver Johnson.)
MIC Seaport Traders--US--(Importer only, old name for Madison Import Co.)
SER Sears Roebuck & Co.--US--(Use only when mfr. is unknown.)
URI Secours--SP--(Mfd. by Thomas De Urizar y Cia. MAK was SEC.)
SSU Secret Service--US/SP--(Mfd. by Howard Arms, U.S. Revolver Company, and several others.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

SCY Security Industry of America, Inc.--US--
(Handguns.)

SR Security Six--US--(Model of Sturm, Ruger &
Co.)

SED Sedco Industries--US--(Lake Elsinore, CA)

SE Sedgley, R. F., Inc.--US--

SEP Seecamp, L. W.--US--(Milford, Connecticut)

--- Selbstlade Pistole--GE--(Not a brand, means
auto-loading pistol, see Becker & Hollander
and others.)

LAN Selbstlader, F. L.--GE--(Model of Langenhan.
MAK was SEL.)

ECY Selecta--SP--(Mfd. by Echave y Arizmendi.
MAK was SEE.)

SEM Semmerling Corp.--US--(Mfr. of handguns.)

SND Sendra Corp.--US--(Barrington, IL)

THM Seneca/Seneca Renegade--US--(Mfd. by Thompson
Center Arms Co.)

ROM Senorita--GE--(Rohm-converted starter guns by
Buddie Arms. MAK was SDC.)

HS Sentinel--US--(Model of High Standard.)

SET Sentinal Arms--US--(Ridgeway, PA)

SEN Serna--IT--

SRF Serrifile, Inc.--US--(Lancaster, CA.)

SR Service-6--US--(Model of Sturm & Ruger.)

SRV Service Armament Co.--US--(Importer.)

SYS Seytres--FN--

SHD Shadow/Shadow Indy--JA--(Model of shotguns.)

SHP Shapleigh Hardware Co.--US--(Distributor of
shotguns.)

ACO Sharp Shooter--SP--(Mfd. by Hijos De Calixto
Arrizabalaga. MAK was SHO.)

SHB Sharps-Borchardt--US--(Single-shot rifles.)

SHK Sharps & Hankins--US--(Civil War carbines.)

MIR Sharps Rifle Mfg. Co.--JA--(Mfd. by Miroku
Firearm Co.)

SHA Sharps & Sons (C. Sharps & Co.)--US--

SHC Shattuck, C. S., Arms Co.--US--

SHF Sheffield--US--

SHE Sheridan Products, Inc.--US--(Mfr. of pistols
and air guns.)

SFF Sheriff's Model--US--

EFC Sherwood--US--(Model of Eastern Firearms Co.)

VOE Shikar--GE/AU--(Model of Voere.)

SKI Shiki (Copy Mauser M. P.)--TW--(Shanghai
Arsenal.)

SRI Shillen Rifles, Inc.--US--(Mfr. of custom
rifles.)

SLH Shiloh Products (Sharps Rifle)--US--(Mfr. of
rifles.)

SCK Shin Chuo Kogyo, K. K.--JA--(Mfr. of shotguns
and pistols.)

SKN Shinkosha--JA--

SNN Shinn-A-Sipja--KO--(Seoul, South Korea)

ROM Shorty--WG--(Mfd. by Rhoem Gesellschaft. MAK
was SHR.)

SHU Shue's Special--US--

MAU Siamese--WG--(Type of Mauser. MAK was SME.)

SIC Sickles Arms Co. (Sickles & Preston)--BG--
(Imported by H & D Folsom.)

HR Side Kick--US--(Md. by Harrington & Richardson)

SIE Sierra Arms Co.--IT--

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

SIL Sile Distributors, Inc.--IT/US--(Importer of
black powder arms.)

SSP Silma Sporting Gun--IT--(Brescia, Italy)

FHQ Silver--IT--(Shotgun model of Franchi.)

NOS Simeon North--US--(Carbines.)

SIM Simmons--EM--

SAV Simmon's Quails Fargo--US--(Made by Savage.)

SIV Simonov--SX--(Soviet AKA rifles.)

SMP Simplex--US--(Imported by Stoeger.)

BEG Simplex--GE--(Model of Bergmann-Schmeisser.)

IJ Simson--US--(Brand name of Iver Johnson.)

SEL Simson--GE--

SIN Singer--SP/CZ--(Mfd. by Francisco Arizmendi
and Frantiske Dusek.)

SR Single Six--US--(Model of Sturm, Ruger & Co.)

MIX Sionics--US--(MAK was SIO.)

SIR Sirkis Industries, Ltd.--IS--

SSE Sites--IT--(Brescia, Italy)

SIS Sivispacem--SP--

LAS Six Pack--US--(Mfd. by La France Special-
ties.)

SKO Skoda--CK--

SLV Slavia--CK--

BRK Slocum--US--(Mfd. by Brooklyn Arms Co.)

SMA Smimura--JA--(Distributor.)

SMI Smith (Not Smith & Wesson)--US--

USA Smith-Corona (Not Smith & Wesson)--US--
(Military only. MAK was SMI.)

SMC Smith, L. C., Gun Co.--US--(Mfr. of
shotguns. MAK was SMI.)

SMT Smith Manufacturing Company--US--(Holland, OH)

SMM Smith, Otis A.--US--

SMS Smith-Sonian--US--(Mfd. by Crescent or
Harrington & Richardson.)

CRE Smith Washington Co.--US--(Mfd. by Crescent.
MAK was SWC.)

SW Smith & Wesson--US--

SMK Smok--PO--

IJ Smoker--US--(Model of Iver Johnson.)

SMO Smythe, John M., Mdes. (or Hdw.) Co.--US--
(Various mfrs.)

KOO Snake Charmer--US--(Mfd. by H. Koon, Inc.)

CLS Snake Eyes--US--(Mfd. by Classic Arms.)

BSA Snipe--EN--(Mfd. by Birmingham Small Arms.)

BER Snipe (Golden-Silver)--IT--(Brand of Beretta
for Galef.)

SOC Societe Anonyme--BG--

SOD Societe D'Armes--FN--

SOI Sodja, Franz--AU--

SLC Solingen Cutlery--US--(Importer, see Liberty
Arms.)

SON Solothurn--AU/GE--

SOL Solway--SP--

SOP Soper--EN--

SOS Sosso, Guilio--IT--

ROM Sougun--GE--(Mfd. by Rhoem. MAK was SOG.)

SF South Africa--SF--(Code by country only if
make is undeterminable.)

CRE Southern Arms Co.--US--(Trade name of
Crescent. MAK was SOU.)

SP Spain--SP--(Code by country if make is undeter-
minable. MAK was SPA.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

SPD Spandau--GE--(Royal arsenal. MAK was GE.)
SPH Spanish American War Vintage--US--(Mfd. by Springfield Armory, Springfield, IL)
ME Special (Suhl)--GE--(Model of August Menz. MAK was GE.)
DIO Special Agent--SP--(Model of Dickson.)
SPE Special Service--US--
SWS Special Weapons and Survival Systems--US--(San Antonio, TX)
SR Speed Six (Model of Sturm, Ruger & Co.)
CRE Spencer Gun Co.--US--(Mfd. by Crescent. MAK was SPN.)
SPG Spencer Rifle--US--
SES Spesco--US/BZ/SP/GE/IT--(Various mfrs.)
SPS Spesco Corp.--US--(Importer and mfr.)
SPB Spiller & Burr--US--(Civil War revolvers.)
SPI Spirlet--FN--
SRE Spitfire Mfg. Co.--US--(Police carbines.)
UWK Spitfire-Super 777--IT--(Starter guns mfd. by Uniwerke.)
SPF Sport Arm of Florida--US--
HS Sport King--US--(Model of High Standard.)
SPP Sportarms--US--
SPO Sportco--AU--
SRA Sporting Arms Co.--US--(Mfr. of shotguns.)
SAP Sporting Arms Mfg.--US--(Littlefield, TX)
SPM Sportsman--US--(Names of Harrington & Richardson, Crescent and various other mfrs. MAK was HR.)
SPW Spreewerk--GE--(World War II military mfr.)
SEJ Springer's Erben, Johann--AU--(Mfr. of shotguns.)
USA Springfield (Military Rifles)--US--
SPH Springfield Armory--US--(Springfield, IL)
SGD Springfield Armory M1A (Devine, TX)--US--(Commercial M1A rifles.)
SPR Springfield Arms Co.--US--(Name used by Crescent, Savage, and Warner Arms Corp.)
SII Springfield Firearms--US--(Springfield, MA)
BOU Sprinter--SP--(Mfd. by Gregorio Bolumburu. MAK was SPT.)
BLG Spy--US--(Mfd. by Bliss & Goodyear. MAK was SPV.)
CRE Square Deal--US--(Model of Crescent. MAK was SQU.)
SQB Squibman--PI--(Mfr. of shotguns and rifles.)
SQB Squire--PI--(Mfd. by Squibman.)
SQB Squire's Bingham--PI--(Mfd. by Squibman.)
MAS St. Etienne Armes--FN--(Mfd. by Mfr. D'Armes St. Etienne.)
SAO St. Gotthardt--BG--
SAH St. Hubert--FN--
SAI St. Louis Arms Co.--BG--(Imported by Folsom for Hunter Arms.)
STB Staggs Bilt Products--US--(Serial numbers 1 thru 2000.)
SDA Stallard Arms--US--
UBE Stallion--IT--(Model of Uberti.)
STD Standard Arms Co.--US--
SPC Standard Products Co.--US--(Mfr. of military-style carbines.)
SCH Standart--AU--(Model of Schwarzlose.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

SNL Stanley--BG--(Imported by H & D Folsom.)
STY Stanley Arms Co.--US--
SOO Stanley Tool Co. (The Stanley Works)--US--
STA Star--SP--
STA Starfire--SP--(Model of Star.)
STA Starlite--SP--(Model of Star.)
STM Starr Arms Co.--US--(Mfr. of Civil War carbines.)
CRE State Arms Co.--US--(Mfd. by Crescent. MAK was STC.)
CRE State Arms Gun Co. ("SST")--US--(Mfd. by Crescent. MAK was SST.)
SLM Steel City Arms--US--(Pittsburgh, PA)
SMF Steelville Mfr. Co.--US--
SRC Steen, Charles, Armament Co. (Sarco)--US--(Importer.)
LST Stefano Lucheni--IT--
STN Sten--EN/AS--(Submachine guns.)
WST Stenda/Stenda Werke--GE--(Waffenfabrik-Stenda Werke.)
BEB Steph--FN--(Mfd. by L. Bergeron. MAK was STP.)
STJ Stephen Grant & Joseph Land, Ltd.--EN--
STL Sterling--EN--(Submachine guns.)
DIS Sterling (Revolvers)--US--(Mfd. by E. L. Dickinson.)
CRE Sterling (Shotguns)--US--(Mfd. by Crescent. MAK was STG.)
SGA Sterling Arms--US--(Mfr. of handguns.)
SWH Sterlingworth II--SP--
FOX Sterlingworth/A. H. Fox--US--(Double-barrel shotguns.)
STQ Stern--GE--(Mfd. by Albin Wall.)
SRN Stern--EN--(Starter guns.)
ST Stevens/J. Stevens Arms Co.--US--
STW Stewart--GE--
STE Steyr--AU--
STE Steyr-Hahn--AU--
STE Steyr-Mannlicher--AU--(Mfd. by Steyr.)
STE Steyr-Solothurn--AU/GE--
RHO Stingray/Sting Ray--GE--(Model of Rhoner.)
STO Stock, Franz--GE/WG--(Mfr. of shotguns and pistols.)
STX Stocking, Alexander, & Co.--US--
STZ Stoeger Arms--US--(Importer; France, Germany and Spain.)
STZ Stoeger Industries--US--(Importer; France, Germany and Spain.)
--- Stoeger Indus., Inc. (See MAK/Daewoo.)
STV Stoner, Eugene--US--(Designer of Stoner Weapons System.)
FEG Stop--HU--(Mfd. by Feg Union.)
SRM Storm--GE--(Single-shot rifles.)
RET Stosel--SP--(Mfd. by Retolaza. MAK was STS.)
STK Strakonice--CK--(Not a brand, see CZ. MAK was CZ.)
SWD Streetsweeper--US--
STR Stroeger, A. (Do not confuse with Stoeger Arms.)
RGE Stuka--IT--(Brand name of Rigarmi. MAK was STK.)
SR Sturm, Ruger & Co.--US--(Mfr. of rifles and handguns.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
SDG Sucesor De E Guisasola--SP--
SUD Sudarev--SX--
--- Suhl (Not a brand, city in Germany. MAK was SHU.)
SAY Suinaga y Aramberri (S.A.)--SP--(Mfr. of revolvers.)
CRE Sullivan Arms Co.--US--(Brand of Crescent. MAK was SUL.)
SNI Sundance Industries--US--(N. Hollywood, CA)
SUN Sunngard, Harold--NW--
SUO Suomi--FD--(Mfr. of submachine guns.)
UWK Super 777--IT--(Starter gun, mfd. by Uniwerke.)
EAS Super Azul--SP--(Mfd. by Arrostequi.)
SR Super Bearcat--US--(Model of Sturm, Ruger & Co.)
SSS Super Dakota--WG--(Mfd. by Sauer & Son (S&S). MAK was SDK.)
SUP Super Destroyer--SP--
ST Super Dreadnaught--US--(Model of Stevens.)
MAR Super Goose 10--US--(Model of Marlin shotgun.)
ST Super Range Goose--US--(Model of Stevens.)
HOH Super Thirty--EN--(Model of Holland & Holland.)
FIP Super Titan/Super Titan III--US--(Mfd. by F.I.E.)
MIR Superior--JA--(Model of Miroku shotgun. MAK was SUE.)
SUI Superior--US--(Various mfrs. MAK was MIR.)
HS Supermatic--US--(Model of High Standard.)
FNB Superposed (Shotgun)--BG--(See Browning.)
--- Surette (Not a brand, French word means safety. MAK was SUR.)
ERL Svendsen, Erl--US--(Now called Esfac Inc., mfr. of derringers.)
FW Swampangel--US--(Mfd. by Forehand & Wadsworth.)
HAA Swampangel--US--(Mfd. by Hopkins & Allen. MAK was FW.)
SQ Sweden--SQ--(Code by country if make is undeterminable. MAK was SWE.)
FNB Sweet Sixteen--BG--(Browning shotgun.)
IJ Swift--US--(Model of Iver Johnson.)
SWF Swift Mfg. Co.--EN--
SIG Swiss Industriel Gesellshft (S. I. G.)--SZ--
SX Switzerland--SZ--(Code by country if make is undeterminable. MAK was SWI.)
SYC Syco Double Hammerless--US--
SYM Sympathique--FN--(Mfd. by Manufacture D'Armes Des Pyrenees.)
SYR Syracuse Forging Co.--US--(Succeeded by Baker Gun Forging Co.)
SYL Systema la Lira--VARIOUS--
OBE Systema Obregon--MM--(Model of Obregon.)
TAC T. A. C.--SP--
BAE T. Barker--US/BG--(Various mfrs.)
FNB T-Bolt--BG--
ROM T. C. (Thalson Co.)--US--(Importer of Rohm. MAK was THL.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
TDE T. D. E.--US--
TNI TNI
TUA TO (TOZ)--SX--(MAK was TOZ.)
TUA TOZ (TO)--SX--(Mfd. by Tula Arsenal.)
TRC TRC
USA TRW (Thompson, Ramo, & Woolridge)--US--
TS TS--SX--(Model of shotguns.)
TAI Taico
TOJ Taiyo-Juki--JA--(Mfr. of shotguns.)
TAL Tala/T. A. L. A.--AT--(MAK was TAL/TAA.)
TAL Tallares De Armas Livianas--AT--
TLN Talon (Golden West)--US--
GEN Talon (Model 10)--US--(Mfd. by General Precision Corp.)
TAP Tampereen Asepaja--FD--(Mfr. of rifles.)
TOF Tanarmi--IT--(Brand name of Francisco Tanfolglio.)
GUT Tanfolglio, Armi Guiseppa--IT--
TOF Tanfolglio, Francisco--IT--(Mfr. of shotguns and handguns.)
ORB Tanke--SP--(Mfd. by Orbea Bros. MAK was TAN.)
HAQ Tanner--SZ--(Model of Hammerli.)
OVO Tanque/Tanque Model--SP--(Mfd. by Ojanguren & Vidosa. MAK was TAQ.)
--- Tarassa (Not a brand, city in Spain.)
TOF Targa--IT--(Brand of Francisco Tanfolglio.)
ECM Targa--US/IT--(Model of Excam.)
SWF Tarn--EN--(Mfd. by Swift Mfg. Co. MAK was TAR/IJ.)
IJ Tarn--US--(Mfd. by Iver Johnson. MAK was TAR.)
TSR Taser--US--(Fires electrically charged darts.)
TAT Tatra--SP--
GAA Tauler--SP--(Mfd. by Gabilondo. MAK was TAU.)
TAS Taurus--BZ--(Trademark of Forjas Taurus.)
TAS Taurus International--US--(Importer.)
INC Tech--US--(Mfd. by Intratec USA, Inc., Miami, FL)
TMP Techniarm Metal Products--US--
WID Ted Williams--US--(Sold by Sears. Number appearing thereon is possibly Sears inventory control no. rather than unique serial no.)
VKT Tehdas--FD--
TEI Teis--SP--
TEN Ten Star--BG--(Imported by H & D Folsom.)
TEN Ten Star Series--BG--(Imported by H & D Folsom.)
MAC Terni--IT--(Government arsenal. MAK was TER.)
AZA Terrible--SP--(Mfd. by Arrizabalaga & Azanza. MAK was TEB.)
SRF Terrier--US--(Mfd. by Serrifile, Inc., Lancaster, CA)
FW Terror--US--(Mfd. by Forehand & Wadsworth.)
TEU Teuf-Teuf--BG--(Handgun model.)
TSA Texas Automatics--US--
TLA Texas Longhorn Arms--US--(Richmond, TX)
SSS Texas Marshall--WG--(Model of Sauer & Sohn.)
TEX Texas Ranger--BG--
MOM Texas Ranger--US--(Brand name sold by Montgomery Ward. MAK was TEZ.)
RAN Texas-Ranger-Frontier--BG--

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
SCR Texas Scout--GE--(Model of Herbert Schmidt. MAK was TES.)
TSE Texas Sesquicentennial--US--
MAU Thai Siamese--WG--(Type of Mauser. MAK was SME.)
TH Thailand (Code by country if make is undeterminable.)
ROM Thalso--WG--(Mfd. by Rohm and imported by Thalsen. MAK was TCO.)
ROM Thalsen Co. (T. C.)--US--(Importer of Rohm. MAK was THL.)
THA Thames Arms Co.--US--(Brand of Harrington & Richardson.)
THY Thayer, Robinson & Cary--US--
THE The American--US--
FIP The Best--US--(Mfd. by F.I.E.)
CRE The Infallible--US--(Mfd. by Crescent. MAK was INF.)
BEG Theodor Bergmann--GE/BG--
KOM Theodor Kommer--GE--
WIN Theodore Roosevelt Commemorative--US/JA--(Mfd. by Winchester.)
TDS Thermo Dynamic Systems--US--(Mfr. of hand-guns.)
TOM Thomas Arms Co.
BAI Thomas Bailey--US--
TBS Thomas Bland & Sons--EN--
THH Thomas, J.--BG--
RYN Thomas Ryan, Jr. Mfg. Co./Ryan Pistol Mfg. Co.--US--
THM Thompson Center Arms Co.--US--
USA Thompson, Ramo, & Woolridge (TRW)--US--
USA Thompson Submachine Gun--US--(MAK was THO.)
THR Three Barrel Gun Co.--US--
TGO Three G. Ordnance--US--
BNM Thunder--SP--(Mfd. by Martin Bascaran. MAK was THU.)
TBR Tiber--FN--(Single-shot pistols.)
INA Tiger--BZ--(Mfd. by Industria, National De Armes.)
ARN Tiger--WG--(Mfd. by Arminius. MAK was TIG.)
FIP Tiger--US--(Mfd. by F. I. E. MAK was TIG.)
TGG Tiger (Shotgun)--BG--(Imported by H & D Folsom.)
GAE Tigre--SP--(Garate Anitua. MAK was TIR.)
TKK Tikka Turkey Gun--FD--(Imported by Ithaca Gun Co., Inc.)
TKK Tikkakoski--FD--(Model of Tikka.)
TIN Tingle--US--
BER Tipo Flobert--IT--(Mfd. by Beretta 22.)
TIP Tippman Arms Company--US--(Fort Wayne, IN. 1/2 scale reproductions of Browning Machine gun 22 caliber.)
TRX Tirmax--GE--(Automatic loading rifle.)
TIS Tisan--SP--(Mfd. by Salaverria.)
GUT Titan--IT--(MAK was TIA.)
FIP Titan--US--(Mfd. by F. I. E. MAK was TIA.)
TMC Titan Manufacturing Corp.--US--
FIP Titan Tiger--US--(Mfd. by F. I. E. MAK was ARN.)
GUT Titanic--IT--(Mfd. by Guiseppe Tanfolgio. MAK was TIT.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--
RET Titanic--SP--(Mfd. by Retolaza Hermanos. MAK was TIT.)
TIW Tiwa
TOB Tobin Arms Mfg. Co.--US--
TOI Tobin Simplex--US/CD--(Mfr. of revolvers.)
TOG Tokagyp--HU--(Revolvers.)
TUA Tokarev--SX--(Mfd. by Tula Arsenal. MAK was TOK.)
TKA Tokyo Arsenal--JA--
TGE Tokyo Gas & Electric--JA--
TOL Toledo Firearms Co.--US--
URI Tomas De Urizar--SP--
VAS Tompkins--US--(Model of Varsity.)
TON Tonolini--IT--(Model 440 Shotgun.)
TSC Top Snap Champion--US--(Brand of Great Western Arms Corp.)
HR Topper--US--(Shotgun model of Harrington & Richardson.)
TOR Torkelson Arms Co.--US--(Mfr. of shotguns.)
TOP Torpille--SP--
MDA Touriste--FN--(Mfd. by Manufacture D'Armes Des Pyrenees. MAK was TOU.)
TWR "Tower" Brown Bess--EN--(Pre-revolutionary war British military weapons plant.)
TBB "Tower" Brown Bess Replica--JA--
TOW Townley Metal Co.--US--
TOW Townley's Pal--US--(Brand of Townley Metal Co.)
TRD Trade--BG--
TRW Tradewinds--US--(Importer only, code for mfr. if known.)
TRF Traff--BG--
WAT Trail Blazer--BG--(Single-shot Warnant pistols. MAK was TRB.)
HAA Tramps Terror--US--(Mfd. by Hopkins & Allen. MAK was TRM.)
TRE Tranter, William--EN--
TAP Trapco Oy--FD--(Model of Tampereen Asepagea.)
HR Trapper--US--(Model of Harrington & Richardson. MAK was TPP.)
TRA Traps Best--US--
TRJ Trejo--MM--
TRR Trent Metal Industries--US--
TRR Trent Triumph--US--
TIC Tri-C-Corp--US--
TRQ Trico
ARM Trifire--US--(Mfd. by Arminex.)
TRO Triomphe--SP--(Mfd. by Apaloza.)
MDA Triomphe-Francais--FN--(Mfd. by Manufacture D'Armes Des Pyrenees. MAK was TRH.)
TPE Triple-S Development Co.--US--
FNB Triple Surette--BG--
TRV Triplett & Scott--US--
ACH Triplex--SP--(Model of Acha. MAK was TRP.)
GEN Triumph--US--(Mfd. by G. P. C. MAK was TRI.)
TSD Triumph Sports Distributor--US--
TRL Trocaola, Aranzabal, & Co.--SP--
CLT Trooper--US--(Revolver, model of Colt.)
TRT Tru-Test--US--
BLG True Blue--US--(Model of Bliss & Goodyear.)
URI Trust/Trust Supra--SP--(Mfd. by Urizar. MAK was TRU.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

TRY Tryon, Edward, & Co.--US--(Distributor only.)
TRY Tryon Special--US--(Model of shotguns.)
TTI Ttibar Pistola--AT--
TUE Tue-Tue--FN--
HUN Tufts Lyons Special--US--(Brand of Hunter Arms.
MAK was TLS.)
TUA Tula Arsenal--SX--
TUA Tulski-Korovin--SX--(Mfd. by Tula Arsenal.)
TY Turkey--TY--(Code by country if make is
undeterminable.)
DIX Turner Kirkland--US--
FNB Twelvette (Shotgun)--US/BG--
FNB Twentyweight (Shotgun)--US/BG--
STA Txantoya--SP--(Mfd. by Star. MAK was TXA.)
HR Tycoon--US--(Mfd. by Harrington & Richardson.)
TYR Tyrol (Rifles)--AU--(Early name for Voere,
also see Dumoulin.)
FIP Tyson--US--(Model of Titan; mfd. by F.I.E.)

UAE U. A. E. (Union Armera Eibar)--SP--
ANS U. A. Z. (Pistol)--GE--(Anschutz. MAK was
UAZ.)
UC U. C.--SP--
US U.S.--US--(If nonmilitary-issue gun does not
display maker or model and is manufactured
in the U.S. MAK was USA.)
USA U.S.A./U.S. Army--US--(Military-issue weapons.)
BEN U.S.A. Model--IT--(Model of Bernardelli.)
USA U.S. Air Force--US--(Military-issue weapons.)
CRE U.S. Arms Co.--US--(Mfd. by Crescent. MAK
was USO.)
USL U.S. Arms & Cutlery Co.--US--(MAK was USL.)
USA U.S. Coast Guard--US--(If military-issue
weapon, code USA. If nonmilitary weapon,
code according to manufacturer.)
--- U.S. Government--US--(Nonmilitary-issue
weapon should be coded according to manu-
facturer. MAK was USA.)
USA U.S. Marine Corps--US--(Military-issue
weapons.)
USA U.S. Navy--US--(Military-issue weapons.)
USA U.S. Postal Meter Co.--US--(Military-issue
weapons.)
--- U.S. Property--US--(Nonmilitary-issue weapon
should be coded according to manufacturer.
MAK was USA.)
IJ U.S. Revolver Co.--US--(Mfd. by Iver
Johnson. MAK was US/URC.)
USA U.S. & S.--US--(Mfr. of military-issue
pistols. MAK was USS.)
IJ U.S. Single Gun--US--(Mfd. by Iver Johnson.)
MEI U.S. Triplet & Scott--US--(Mfd. by Meridian
Firearms Co.)
UBE UZI UZI--IS--(Use this code for Israeli sub-
machine guns only.)
Uberti, Aldo--IT--(Mfr. of revolvers.)
UGB Ugarteburu, Martin--SP--
UGA Ugartechea, Ignacio--SP--
ULT Ultra Hi--US--
} ULA Ultra Light Arms--US--(Granville, WV)
AST Unceta y Cia--SP--(Mfd. by Astra.)
UNC Uncle Sam--US--

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

CAC Undercover--US--(Model of Charter Arms.)
CAC Undercoverette--US--(Model of Charter Arms.)
USA Underwood-Elliott-Fisher Co.--US--(Mfr. of
military-issue carbines. MAK was UND.)
UNA Union--FN--(Various mfrs. MAK was PIS.)
UNN Union/Union I--SP--(Various mfrs.)
UAC Union Firearms Co.--US--(Mfr. and importer of
shotguns. MAK was UNO.)
HOD Union Jack--US--(Mfd. by Hood Firearms Co.
MAK was UNJ.)
USC Union Sales Co.--GE--
USA Union Switch & Signal Co.--US--(Mfr. of
military-issue pistols. MAK was USS.)
MDA Unique--FN--(Mfd. by Manufacture D'Armes Des
Pyrenees. MAK was UNI.)
UNU Unique--SP--
GW Unique--US--(Model of Great Western Arms Co.)
SHC Unique Vest Pocket--US--(Mfd. by C. S.
Shattuck Arms Co.)
MDA Unis (Unique)--FN--(Mfd. by Manufacture
D'Armes Des Pyrenees Francaise. MAK was
UNS/UNI.)
UNS Unis--SP--
USP United Sporting Arms--US--
UST United States Arms Corp.--US--
UNV Universal Firearms Corp.--US--
UWK Uniwerk--IT--
ZZZ (unknown or unpublished gun make code
--UNKNOWN--)
UPD Uplander--SP--(Shotgun model.)
URG Uriguen--SP--
URI Urizar--SP--(Tomas De Urizar.)
URK Urko--BX--(Mfr. of rifles and shotguns.)
URE Urrejola--SP--
UTI Utica--SP--
CRE Utica Special--US--(Mfd. by Crescent. MAK
was UTS.)

VSP VASP (Visser Assault Pistol)--US--(Mfd. by
Harwick Air Controls.)
VCI VCI--JA--(Model of shotgun imported by
Virginia Capes Importers.)
RAD VIS-35--PO--(Model of Radom. MAK was VIS.)
LAT VKT--FD--(Appears on Lahti.)
VL VOL--US--(Brand name of Blumenfield Imports.)
FOZ V. Z. O. R.--CZ--(Mfd. by Ceska Zbrojovka.
MAK was CZ.)
VAI Vainqueur--SP--
VAL Valiant/Valiant Rifle--US--(Various mfrs.
MAK was VAL/ST.)
VOI Valley Ordnance, Inc.--US--(Mfd. for
Springfield Armory, Texas.)
VAM Valmet/Valmet Oy--FD--(Some imported by Savage)
VAO Valor--US--(Importer of EMGE and Rohm.)
LAT Valtion Kivaari Tehdas--FD--(Mfd. by Lahti.
MAK was VKT.)
VAN Vandalis
HWA Vanguard--JA--(Mfd. by Howa. MAK was WEA.)
VAR Varmeter
VAS Varsity Mfg. Co.--US--
VEA Vedett--FN--(See Rouby.)
VGA Vega--US--(Distributed by PIC & Eddy Mfg. Co.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

--- Velo-Dog--FN/BG/SP/GE--(A type, not a brand.
MAK was VEL.)
VEB Velobrom--SP--
VEI Velomith--SP--
VED Venecedor--SP--
MIR Venture--JA--(Model of Miroku.)
URI Venus--SP--(Mfd. by Tomas De Urizar y Cia.
MAK was VEN.)
SYS Ver-Car/Vercar/Verney Caron--FN--(Mfd. by
Seytres. MAK was VEC.)
VNT Verchrmont
VER Vergo--GE--(MAK was VEG/VER.)
--- Vest Pocket--VARIOUS--(Code for country of
manufacturer if no manufacturer given.)
ECV Vesta--SP--(Mfd. by Hijos de A. Echeverria.
MAK was VES/STA.)
VET Vetterli--IT/SZ--
BEN Vincenzo Bernardelli--IT--
VII Vici--BG--
VIK Vickers-Armstrong--EN--(.30 caliber machine
guns.)
AST Victor--SP--(Mfd. by Astra. MAK was VIC.)
VIO Victor--US--(Various mfrs.)
ARV Victor Aramberri & Sons--SP--
SRQ Victor Sarasqueta--SP--(Mfr. of shotguns.)
CRE Victor Special--US--(Model of Crescent. MAK
was VTS.)
AST Victoria--SP--(Mfd. by Astra. MAK was VIT.)
HOD Victoria--US--(Mfd. by Hood Firearms Co. MAK
was VIT.)
ZUL Victory--SP--(Mfd. by Zulaica y Cia. MAK was
VIY.)
SW Victory Model--US--(Military model of Smith &
Wesson.)
FNB Vigilante--BG--(P35 Browning with Lanyard
ring.)
CRE Vikar--US--(Mfd. by Crescent. MAK was VIR.)
IJ Viking--US--(Mfd. by Iver Johnson. MAK was
VKG.)
ROM Viking--WG--(Mfd. by Rohm. MAK was VKG.)
VIL Vilar--SP--
VNC Vilnceta y Cia--SP--
ZUL Vincitor--SP--(Mfd. by Zulaica y Cia. MAK
was VIN.)
MDA Vindex--FN--(Mfd. by Manufacture D'Armes Des
Pyrenees. MAK was VIX.)
VIP Viper--US--(See Baby Hammerless.)
CRE Virginia Arms Co.--US--(Mfd. by Crescent.
MAK was VIR.)
CRE Virginia Arms Co. Leader--US--(Mfd. by
Crescent. MAK was SAV/VAC.)
VCI Virginia Capes Importers--JA/US--(Importer.)
SSS Virginia City Marshall--WG--(Mfd. by J. P.
Sauer & Sons.)
INR Virginia Dragoon--US--(Model of Interams, Ltd.)
HAQ Virginian--SZ--(Model of Hammerli.)
JAE Virginian--IT--(Revolver model of Armi Jaeger.)
INR Virginian--US--(Model of Interarmco.)
VSP Visser Assault Pistol (VASP)--US--(Mfd. by
Harwick Air Controls.)
ECY Vite--SP--(Mfd. by Harwick Air Controls. MAK
was VIE.)
SAK Vixen--FD--(Model of Sako.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

VOE Voere--AU/GE--(Rifles.)
VLC Volcanic--IT--(Model of starter guns.)
VOR Volcanic Repeating Arms Co.--US--
VOL Volunteer Enterprises, Inc.--US--
NOD Vono--GE--(Also uses name of Nordheim.)
VRN Vorenbach--GE--(Mfr. of rifles.)
TUA Vostok Margolin, M. U.--SX--(Mfd. by Tula
Arsenal. MAK was VKM.)
VUC Vulcain--SP--
VLN Vulcan--AU--(Mfd. by Pfannl.)
CRE Vulcan Arms Co.--US--(Brand of Crescent. MAK
was VUL.)
--- W. A. C.--VARIOUS--(Initials used by Warner
Arms Corp., Western Arms Co., and Winfield
Arms Co.; code by original mfr. if known.)
MAB W. A. C.--FN--(Mfd. by Manufacture Auto-
matiques De Bayonne. MAK was WAN.)
DVT W. H. Davenport Firearms Co.--US--(Mfr. of
shotguns & rifles.)
KOR W. Korth Waffenfabrik--GE--
GWL W. L. Grant--US--(Mfd. by Lower.)
RIA W. Richards--BG--(Import of H & D Folsom.)
GRE W. W. Greener, Ltd.--EN--
WLD Wac Derringer
WLD Wac Falke 43
WLD Wac Win Srl#
WFR Waffen Franconia--GE--(European distributor.)
BW Waffenfabrik, Bohmische--CK--(MAK was CZ.)
KOM Waffenfabrik Kommer--GE--
WST Waffenfabrik-Stenda Werke--GE--
WAL Waffenfabrik Walther--GE--
FEG Walam--HU--(Mrd. by Fegyver Es Gepgyar. MAK
was WAH.)
WAF Walch Firearms Co.--US--
ARZ Waldman--SP--(Mfd. by Francisco Arizmendi.
MAK was WAK.)
ROW Waldo Rosebush--US--
WLK Walker
STQ Wall, Albin--GE--(Mfr. of Stern.)
ARZ Walman--SP--(Mfd. by Francisco. MAK was WAA.)
WAL Walther, Carl--WG--(Mfr. of pistols.)
WAL Walther Selbstlade Pistole--GE--
WAM Wamo Mfg. Co.--US--
WBN Ward Burton--US--(Mfr. Civil War rifles.)
MOM Ward, Montgomery "Western Field Brand"--US--
(Various mfrs.)
WAT Warnant, L. J.--BG--
HUN Warner Arms Corp.--US--(Mfd. by Hunter Arms.
MAK was WAN.)
WAE Warner-Counet--BG--
WAN Warner, James--US--(Mfr. of Civil War
carbines.)
WAO Warren Arms Corp.--BG--(Imported by H & D
Folsom.)
WAS Warrior Pistols--US--(Imported by Laszlo.)
--- Warszawa--PO--(City in Poland.)
WAU Wautauga--US--
WEA Weatherby, Inc.--US--(Mfr. of rifles and
shotguns.)
WEA Weatherby, Roy--US--(Mfr. of rifles and
shotguns.)
WER Weaver Arms--US--(Escondido, CA)

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STOLEN/RECOVERED GUNS (19)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

WEE Webber, G. S.--US--
WS Webley--EN--(Mfd. by Webley & Scott. British military revolver. MAK was WEB.)
WEF Webley-Fosbery--EN--(Automatic revolvers.)
WS Webley & Scott--EN--
WI Wedmer--SZ--
WEL Wegria-Charlier--BG--
WE Weher--SZ--
WEI Weihrauch, Herman--GE--(Mfr. of Arminius and other handguns.)
WW Weiner Waffenfabrik--AU--
WEG Werder Lightning--AU--
WRL Werndl--AU--
WOD Wesco Ordnance, Division of B-C Enterprises --US--(Mfr. of MK IV carbines.)
WEO Wesson, Dan B., Arms--US--
WEK Wesson, Frank--US--
WEH Wesson & Harrington--US--
WLT Wesson & Leavitt--US--(Mfr. of Civil War revolvers.)
WEM Wesson, Stevens, & Miller--US--
CTC West Point--US--(Mfd. by Cotter & Co. MAK was WPT.)
WAC Western Arms Corp.--US--
--- Western Auto--US--(See Revelation.)
FIA Western Duo--IT--(Mfd. by Fiat.)
MOM Western Field (Montgomery Ward Brand)--US-- (MAK was IJ.)
IJ Western Field, IJ CW--US--(Mfd. by Iver Johnson.)
ITH Western Long Range--US--(Brand of Ithaca.)
WEN Western Marshal--GE--(Mfd. by Sauer and various other mfrs.)
HUN Western Special--US--(Brand of Hunter Arms. MAK was WSP.)
WEV Western Valley Arms--US--
SAV Westfield or Western Field--US--(Brand of Savage Arms Corp.)
WES Westley Richards--EN--(Imported by Harrington & Richardson.)
WAM Whamo--US--(Mfr. of BB and pellet guns.)
WHP Whippet--US--(Various mfrs. MAK was ST.)
ST White Powder Wonder--US--(Brand of Stevens. MAK was WPW.)
WTY Whitney, E.--US--(Early mfr. of rifles.)
WHI Whitney Firearms Co.--US--(Mfr. of .22 pistols)
WHE Whitneyville Armory--US--
WTW Whitworth Rifle Co.--US--
WNT Wichester--US--(.22 fully automatic machine gun.)
WHT Wichita Classic--US--(Bolt action rifle.)
TPE Wickliffe 76--US--
HOD Wide Awake--US--(Mfd. by Hood Firearms Co. MAK was WIA.)
SCF Wien Schoulhof--FN--
WWF Wiener Waffenfabrik--AU--
TAP Wildboar--FD--(Model of Tampereen Asepaja.)
WIY Wildey Firearms Co.--US--(Winston, NJ)
FHQ Wildflower--IT--(Shotgun, model of Franchi.)
WIP Wilkar Products, Inc.--US--
CRE Wilkinson Arms Co.--BG--(Mfd. by Crescent. MAK was WIO.)

MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

WKN Wilkinson Arms Co.--US--(Mfr. of handguns. MAK was WIO.)
WKS Wilkinson & Sons--EN--(Also see Webley.)
GLZ William Glaze & Co.--US--
JKS William Jenks--US--(Mfr. of Civil War rifles.)
MAW William M. Marston--US--(Mfr. of Civil War carbines.)
MOO William Moore & Co.--EN/BG--(Imported by H & D Folsom.)
PAS William Parkerhurst--BG--
TRE William Tranter--EN--
WID Williams, Ted--US--(Sold by Sears. Number appearing thereon is possibly Sears inventory control no. rather than unique serial no.)
WLM Wilmont Arms Co.--BG--(Imported by H & D Folsom.)
WIQ Wilshire Arms Co.--US--
UAC Wilson-Fidel--US/BG/GE--(Model of Union Arms Co.)
UAC Wilson-Weld--US/BG/GE--(Model of Union Arms Co.)
WIS Wiltshire Arms Co.--BG--(Imported by H & D Folsom.)
WIH Winch
WIN Winchester--US/JA--(MAK was WIN/WIE.)
WIR Winco Arms Co.--US--
WIF Winfield--FN--(Pistols only.)
WNC Winfield Arms Co.--VARIOUS--(Importer only.)
WII Winfield Arms Co.--US--(Shotguns made by Crescent.)
REM Wingmaster--US--(Mfd. by Remington Arms.)
WIN Wingo--US--(Made by Winchester.)
WNK Winkler-Ferlack--GE--(Mfd. in Germany.)
CRE Winoca Arms Co.--US--(Made by Crescent. MAK was WIM.)
WIL Winslow Arms Co.--US--(Long guns.)
WIC Wischo (K. G. Wilsker & Co.)--US--(Importer.)
WIT Witte's IXL--US--
WOE Woerther, Fabrica E.--AT--
WOF Wolf--EM--
WHI Wolverine--US--(Model of Whitney Firearms Co.)
CRE Wolverine Arms Co.--US--(Mfd. by Crescent. MAK was WOL.)
ZEP Woodlander II--SP--(Mfd. by Zephyr.)
REM Woodmaster--US--(Mfd. by Remington.)
--- Woodsman--US--
CLT Model of Colt, serial no. is followed by letter "S".
IJ Model of Iver Johnson
WOO Woodward, James, & Sons--EN--
WLD World Arms Corp.--GE--(Falke World Arms; derringer has serial number with prefix "W".)
WOR Worthington Arms Co.--US--(Mfd. by Crescent & various other mfrs.)
WUR Wurfflein--US/GE--(Mfr. of rifles.)
WYA Wyoming Arms--US--
HAA XL--US--(Model of Hopkins & Allen. MAK was XL.)
XLC XLCR--US--(Various mfrs. MAK was HAA.)

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MAK GUN MAKE, BRAND, MODEL OR TRADEMARK--COUNTRY--

XPL X-Ploraco of Texas, Inc.--US--(Automatic weapons.)

YSS YSS Firearms Co.--JA--(Mfr. of rifles.)

YJS Yamamoto Juho Seisakusho--JA--(Mfr. of shotguns.)

YAO Yato--JA--(Mfd. by Hamada Arsenal.)

ARZ Ydeal--SP--(Mfd. by Francisco Arizmendi. MAK was YDL.)

YOR York--GE--(Various mfrs. MAK was ROM.)

YOK York Cutlery--US--(Importer of Armalite and EMGE.)

HR Young America D.A.--US--(Model of Harrington & Richardson.)

YA Young American--WG--(Imported by George E. Rose Co.)

YOV Yovanovitch--YG--

YG Yugoslavia--YG--(Code by country if make is undeterminable.)

ZAP Z Aut. Pistole--CK--

ZB Z-B--CK--

ZB ZH--CK--(Shotguns mfd. Z-B.)

BRZ ZKM--CK--(Brno rifles and shotguns.)

BRZ ZKP--CK--(See Brno.)

ZAA Zabala, Ascensio--SP--

ZAB Zabala Brothers/Zabala Hermanos--SP--

ZAM Zamacola Hermanos--SP--

ZAN Zanoletti, Pietro--IT--

ZTT Zanotti, Fabio--IT--(Mfr. of shotguns.)

ZAR Zaragosa, Fabrica De Armas--MM--

ZAS Zastaza (Zavodi Crevena)--YG--(Mfr. of rifles.)

ZAV Zavady Jana Svermy--CK--(Mfr. of shotguns.)

ZAY Zayre--US--(Use only when mfr. is unknown.)

BRZ Zbrojovka, Brno--CK--

FOZ Zbrojovka Ceska--CK--(Mfr. of the Fox.)

FOZ Zbrojovka Praga--CK--(Mfd. by Ceska Zbrojovka. MAK was ZBP.)

FOZ Zbrojovka-Strakonice--CK--(Mfd. by Ceska Zbrojovka.)

ZEB Zebra--SP--

ZEH Zehna--GE--(Model of Zehner. MAK was ZE.)

ZEH Zehner, Emil (Suhl)--GE--(Mfr. of pistols.)

ZEL Zella

--- Zella-Mehlis--GE--(Not a brand, name of city in Germany.)

ZEP Zephyr--SP/GE--(Brand name of Stoeger, importer of revolvers and shotguns.)

ANZ Zoli, Angelo, and Figli--IT--

ZOI Zoli, Antonio--IT--(Mfr. of shotguns.)

ZOL Zoli, Giuseppe--IT--(See Fara.)

HIP Zonda--AT--(Mfd. by Hispano Argentina. MAK was ZOD.)

ZOU Zouave--IT--

ZUL Zulaica y Cia (M. Zulaica & Co.)--SP--

ZLU Zulu--BG--(Single-shot shotguns.)

--- Zurich--SZ--(City in Switzerland. MAK was CK.)

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STOLEN/RECOVERED GUNS (19)

FIELD DESCRIPTION

- A. FIELD NAME: Model
- B. FIELD CODE: MOD
- C. FIELD LENGTH: Up to eleven positions.
- D. CHARACTER TYPE(S) ALLOWED: Only alphabetic and numeric characters with intervening spaces.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To identify the specific model name and/or number assigned by the manufacturer.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Use the following guidelines:

1. If 11 positions or less, enter the full name of the gun model.
2. If one word and exceeds 11 positions, enter the first 11 characters.
3. If more than one word, exceeds 11 positions, and is hyphenated, drop the hyphens and abbreviate.
4. Symbols are not allowed in the MOD Field.

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STOLEN/RECOVERED GUNS (19)

FIELD DESCRIPTION

- A. FIELD NAME: Caliber
- B. FIELD CODE: CAL
- C. FIELD LENGTH: 1 to 4 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numerals 0-9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes. LEADS totally ignores CAL when searching for hits. NCIC ignores all calibers except 45. See Section II of this chapter.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Used to aid in identification of a particular weapon. When entering a record, CAL is one of the fields used to determine if a duplicate already exists on the LEADS or NCIC file. When a CAL other than CAL/45 is included with an inquiry, NCIC may limit the number of hits returned, depending on the MAK. See Section II of this chapter. LEADS ignores the CAL Field when searching for hits.
- K. ALLOWABLE DATA AND EDITS:
1. Valid CAL Code
 - a. Must be the actual caliber of the weapon expressed in one to four numeric characters.
 - b. Must be greater than 2 and not greater than 1211, except for code 9999 which means electrically charged dart gun or grenade.
 - c. First digit must never be 0, i.e., CAL code must not begin with a 0.
 2. American and British Calibers -- American and British calibers are expressed in decimals of an inch and must be entered without the decimal point. (Do not convert to metric and do not convert British to American or vice versa.)
 3. Metric Calibers -- Metric calibers are expressed as millimeters (mm) and must be entered as expressed without any conversion.

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STOLEN/RECOVERED GUNS (19)

CALIBER (CAL) (Continued)

4. Compounded Caliber Descriptions -- The caliber specification is frequently compounded with another number such as the relative case length, year of adoption, etc. In these cases, the second number or specification must be stripped away with only the caliber number being entered in the CAL Field. Here are some examples:
- a. Specification: .30-30
Correct Entry: CAL/30.
Explanation: .30 is the caliber expressed in decimals of an inch; -30 is the standard weight of smokeless powder first used in loading the cartridge.
 - b. Specification: .30-06
Correct Entry: CAL/30.
Explanation: .30 is the caliber expressed in decimals of an inch; -06 is the year of adoption and is not to be included in the CAL Field.
 - c. Specification: 8 x 57mm
Correct Entry: CAL/8.
Explanation: 8mm. is the caliber; 57mm. is the relative case length because more than one case length exists for this caliber.
5. Shotguns -- For a shotgun, the appropriate gauge should be entered in the CAL Field.
- | | | |
|-----------|-----------------------|----------|
| Examples: | 10 gauge | CAL/10. |
| | 9 millimeter | CAL/9. |
| | 22 caliber smoothbore | CAL/22. |
| | 410 bore | CAL/410. |
6. Rifle-Shotgun Combinations -- When entering the caliber for a combination rifle-shotgun, the rifle caliber should be entered in the CAL Field. The shotgun gauge should be entered in the MIS Field. For example, a Savage 222 cal. rifle-20 gauge shotgun combination should be entered as follows:
- CAL/222.
TYP/C.
MIS/20 GAUGE.
7. Grenade -- CAL/9999. is the correct entry for a grenade.
8. Electric Dart Gun -- CAL/9999. is the correct entry for any gun that fires electrically charged darts.

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STOLEN/RECOVERED GUNS (19)

FIELD DESCRIPTION

- A. FIELD NAME: Type/Description of Weapon
- B. FIELD CODE: TYP
- C. FIELD LENGTH: 1 or 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required in Position 1. See K.2. Edits for Position 2.
- J. PURPOSE AND USAGE: Used to designate, in a uniform way, what type of gun a record refers to. When entering a record, TYP is one of the fields used to determine if a duplicate already exists on the LEADS or NCIC file.
- K. ALLOWABLE DATA AND EDITS:
1. Type/Description -- In a sense, the TYP Field may be thought of as two, one-position fields. The first position is required to contain a code from the Position 1 -- Weapon Type Code Table. The second position may or may not be omitted. The second code may be obtained from the Position 2 -- Weapon Description Code Table. The codes cannot be reversed because any given letter code (such as G) has an entirely different meaning when found in Position 1 as opposed to Position 2. (G means Grenade in Position 1 and Gas or Air in Position 2.)
 2. Edits

If Code S or R is used in the first position, the second position cannot be blank.

If Code P is used in the first position, the second position cannot be A or blank.

If Code Z is used in the first position, the second position must be blank.

You will receive the reject message "REJ FLD ERR TYP" if you try to enter or modify a record in violation of these edits.
 3. Example TYP Field Codes

TYP/GN. Grenade launcher.

TYP/PI. Pistol, semiautomatic (See K.4 on opposite page.)

TYP/RB. Rifle, bolt action.

TYP/SP. Shotgun, pump action.

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STOLEN/RECOVERED GUNS (19)

TYPE/DESCRIPTION OF WEAPON (TYP) (Continued)

4. "Automatic" Pistols -- There are only two valid types of "automatic" pistol as shown below. (A code of PA is incorrect.)

TYP/PI. Pistol, semiautomatic. This correctly describes an auto-loading or self-loading pistol which fires only one shot with each pull of the trigger. Examples are the .45 cal. U.S. Pistol, and the German Luger.

TYP/B. Machine pistol. This correctly describes a fully automatic pistol such as the Mauser machine pistol.

G U N T Y P E / D E S C R I P T I O N C O D E T A B L E S

WEAPON TYPE TABLE

WEAPON DESCRIPTION TABLE

<u>TYP Field Position 1</u>		<u>TYP Field Position 2</u>	
<u>Code</u>	<u>Type</u>	<u>Code</u>	<u>Description</u>
F	Ammunition	A	Automatic action (Also see semi-automatic.)
H	Bomb	K	Blank
A	Cannon	B	Bolt action
D	Disguised gun	C	Carbine
E	Electric shock gun	D	Derringer
G	Grenade	E	Double barrel (side-by-side)
M	Machine gun	F	Flare
I	Mine	H	Flintlock
J	Missile	X	Four or more barrels
O*	Mortar	G	Gas or air
P	Pistol	J	Jet propelled
R	Rifle	N	Launcher
C	Rifle-shotgun combination	L	Lever action
K	Rocket	O*	Over and under
S	Shotgun	U	Percussion (caplock)
Q	Shotgun pistol	P	Pump action
V	Silencer (muffler or sound moderator)	T	Recoilless
B	Submachine gun or Machine pistol	R	Revolver
		I	Semiautomatic action (auto-loading)
Z**	All others (including gun that fires electrically charged darts)	S	Single-shot
		V	Tear gas
		W	Three barrels

* Must always be entered as the letter O. However, in any NCIC message, this code will appear to be a numeric.

** When code Z is used, the type of firearm must be described in the MIS Field.

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STOLEN/RECOVERED GUNS (19)

TYPE/DESCRIPTION OF WEAPON (TYP) (Continued)

- L. NOTES: The following is a list of the most frequently used GUN TYPE Field Codes.

<u>Gun Type</u>	<u>Code</u>	<u>Comments</u>
Cannon	A	
Grenade launcher	GN	
Machine gun	MA	Any full size military automatic machine gun. Examples are the U.S. M60 and the .50 cal. Browning machine gun.
Mortar launcher	ON	
Pistol, automatic	--	A pistol that is semiautomatic should be coded PI. If fully automatic, it should be coded B (submachine gun or machine pistol).
Pistol, bolt action	PB	Example is the Remington Model XP-100.
Pistol, derringer	PD	Derringers may be single-shot or 2 barreled.
Pistol, flintlock	PH	A pistol that has a muzzle-loading arm that is fired by the action of a piece of flint held in the hammer jaws.
Pistol, jet propelled	PJ	Example is the 13 mm Gyrojet handgun manufactured by MB Associates.
Pistol, percussion	PU	Black powder handguns that are fired by the hammer striking a percussion cap as opposed to a flintlock or modern metallic cartridge ammunition.
Pistol, revolver	PR	
Pistol, semiautomatic	PI	Also known as autoloading or self-loading and incorrectly as automatic. These weapons fire only one shot with each pull of the trigger. Examples are the .45 cal. U.S. Pistol German Luger, etc.

TYPE/DESCRIPTION OF WEAPON (TYP) (Continued)

<u>Gun Type</u>	<u>Code</u>	<u>Comments</u>
Pistol, single-shot	PS	A pistol having no magazine and loaded with only one cartridge at a time.
Rifle, automatic	RA	Any rifle having the capability of fully automatic fire, but which is not a machine gun or submachine gun. Examples are the U.S. M16 and the Soviet SKS and AK-47 assault rifles.
Rifle, bolt action	RB	
Rifle, carbine	RC	A short, lightweight shoulder weapon not capable of fully automatic fire, such as the .30 cal. U.S. M1 Carbine.
Rifle, flintlock	RH	A rifle that has a muzzle-loading arm that is fired by the action of a piece of flint held in the hammer jaws.
Rifle, lever action	RL	Lever action repeating rifles only, not single-shots.
Rifle, percussion	RU	Black powder rifles that are fired by the hammer striking a percussion cap as opposed to a flintlock or modern metallic cartridge ammunition.
Rifle, pump action	RP	Also known as "slide" or "trombone". Action is operated by a sliding pull-push fore-end, usually located beneath the barrel.
Rifle, semiautomatic	RI	Also known as autoloading or self-loading and incorrectly as automatic. These weapons fire only one shot with each pull of the trigger. Examples are the .30 cal. U.S. M1 Rifle and Ruger .44 Carbine.
Rifle, single-shot	RS	A rifle other than bolt action having no magazine and loaded with only one cartridge at a time. Examples are the Ruger No. 1 Rifle, Winchester High Wall, etc.

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STOLEN/RECOVERED GUNS (19)

TYPE/DESCRIPTION OF WEAPON (TYP) (Continued)

<u>Gun Type</u>	<u>Code</u>	<u>Comments</u>
Rifle, shotgun combination	C	The best known of these guns is the Drilling, a (side-by-side) shotgun with a rifle located below and between the two shotgun barrels. Many imported combination guns designed for the U.S. market are known as turkey guns.
Rocket launcher	KN	Example is a bazooka.
Shotgun, bolt action	SB	
Shotgun, double barrel	SE	A shotgun having two barrels arranged side-by-side.
Shotgun, over and under	SO	A shotgun having barrels aligned one on top of the other. Though technically a double barrel, the latter term is reserved for side-by-side guns. If an over and under weapon has one rifle barrel and one shotgun barrel, it should be coded C (rifle-shotgun combination).
Shotgun, pump action	SP	Also known as "slide" or "trombone". Action is operated by a sliding pull-push fore-end, usually located beneath the barrel. Examples are the Winchester Model 12 and Remington 870.
Shotgun, semiautomatic	SI	Also known as autoloading or self-loading and incorrectly as automatic. These weapons fire only one shot with each pull of the trigger, such as the Browning automatic shotgun.
Shotgun, single-shot	SS	A single barrel shotgun having no magazine and loaded with only one cartridge at a time.
Submachine gun or machine pistol	B	Example of a machine pistol is the Mauser machine pistol.

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STOLEN/RECOVERED GUNS (19)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Manufacturer's Serial Number or ATF-Assigned Number (from frame or receiver)
- B. FIELD CODE: SER
- C. FIELD LENGTH: From one to eleven positions.
- D. CHARACTER TYPE(S) ALLOWED: All numerals 0-9 and letters A-Z. (NCIC messages always show the letter O as the numeral 0.)
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, SER is required to run an on-line Gun File search.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes. Always required.
- G. WHEN MODIFYING, DATA CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE/USAGE/DESCRIPTION: This field is the primary identifier for a Gun File record. The SER entered must be the manufacturer's unique serial number as permanently stamped or engraved on the frame or receiver of the weapon. An exception is a unique serial number assigned by the United States Treasury Department's Bureau of Alcohol, Tobacco and Firearms (ATF). (See L. NOTES: 2 on page GUN-95.) The SER Field should not contain a national match number, model number, stock control number, or owner-applied number.
- K. ALLOWABLE DATA AND EDITS:
1. Enter True Serial Number -- Only the manufacturer's serial number or an ATF-assigned serial number that appears on the frame or receiver may be entered in the SER Field. (See paragraph K.6 on the next page.)
 2. Spaces, Hyphens, and Symbols -- All spaces, hyphens, other punctuation, and symbols must be omitted when entering or inquiring on a serial number.
 3. Alphabetic Characters -- All letters which are part of the serial number must be included in the SER Field when entering a record or inquiring on the file. (See L. NOTES: 3 on page GUN-95.)

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STOLEN/RECOVERED GUNS (19)

MANUFACTURER'S SERIAL NUMBER OR ATF-ASSIGNED NUMBER (SER) (Continued)

4. Multiple Numbers -- In the event more than one number appears on the firearm, the frame or receiver number should be entered in the SER Field and the other number(s) should be entered in the MIS Field.
5. Owner-Applied Number -- If an owner-applied number, such as a driver's license number, is the only number on the frame or receiver of the weapon, the gun may not be entered. (See the next paragraph.)
6. No Unique Serial Number -- If the number on the gun is determined not to be a unique serial number--but rather a model, owner-applied, or stock control number, etc.--the gun should not be entered. If already in file, the record should be voided. The exceptions would be where a stolen gun has a distinct point(s) of identification or is connected with a major criminal investigation in which instance the point(s) of identification or the connection to the major criminal investigation must be fully described in the MIS Field. A recovered gun that has a nonunique serial number cannot be entered because use of the MIS Field in a Recovered Gun record is prohibited by NCIC. This means that an adequate description of the weapon cannot be included.
7. Luger Pistols -- Each separate wartime manufacturer of Luger pistols used his own system of serializing the weapons, thus generating duplication of numbers. Therefore, the make, serial number, type, and caliber do not sufficiently describe a Luger for entry into the CHF. Accordingly, it is essential to include (a) any letter prefix or suffix which appears with the serial number (without the letter, if present, the serial number is incomplete), (b) the year of manufacture engraved over the chamber, and (c) the identifying trademark of the manufacturer. With reference to the trademark, you should place in the MIS Field the manufacturer's initials or name found on the central toggle link on top of the gun. For example, "byf" appears on Lugers manufactured by Mauser (see BYF in MAK codes table beginning on page GUN-48). Shown below is a chart of script letters which may appear prefixed or suffixed to Luger serial numbers:

aa		bbb		cc	d	eee	f	ggg	h	hh
A		B		C	D	E	F	G	H	
i	j	kkkk		l	m	n	oo	p	qq	r
I	J	K		L	M	N	O	P	Q	R
ss		tt	u	voo		ww	xx	y	zz	
S		T	U	V		W	X	Y	Z	

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STOLEN/RECOVERED GUNS (19)

MANUFACTURER'S SERIAL NUMBER OR ATF-ASSIGNED NUMBER (SER) (Continued)

L. NOTES: 1. Gun Control Act -- The Gun Control Act of 1968 provides that a unique serial number must appear on all guns manufactured since 1968. Guns manufactured prior to that time may not have unique serial numbers, and the serial number of any gun may be destroyed through various circumstances.

2. Assistance from the ATF -- Under the Gun Control Act of 1968, the Bureau of Alcohol, Tobacco and Firearms (ATF) has the authority to assign a unique serial number to a weapon made prior to 1968 or to a weapon whose serial number has been destroyed. Since each ATF district office has its own procedure for the assignment of these numbers, contact should be made with the nearest ATF office for further details. ATF personnel may examine the gun to determine if they can reconstruct the original serial number or if the weapon will qualify for an ATF-assigned number.

3. Hits on SER

a. LEADS: To achieve a hit on a record in the LEADS File, the SER (and MAK) must match exactly with the SER (and MAK) of the inquiry message.

b. NCIC: NCIC ignores any letters of the alphabet that are embedded (inserted between any numerical digits) within the SER of the inquiry and the SER's of the records on file. For example, when searching for possible hits, NCIC would treat all of the following as matching serial numbers (hits):

12345Ø 1A2B3C4D5Ø 1X234ZZ5Ø 1B2345Ø 1Z234XX5Ø

None of the following SER's would match each other because the alphabetic characters (letters) are not "embedded":

12345Ø A12345Ø 12345ØX A12345ØX B12345Ø

In summary, NCIC treats all beginning and ending letters as part of the SER, but ignores all letters that are surrounded (both preceded and followed) by at least one numeral.

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FIELD DESCRIPTION

- A. FIELD NAME: Miscellaneous Information (Permanent)
- B. FIELD CODE: MIS
- C. FIELD LENGTH: Up to 22 positions in all Stolen Gun records and in LEADS Recovered Gun records. An NCIC Recovered Gun record has no MIS Field.
- D. CHARACTER TYPE(S) ALLOWED: Letters, numbers and five special characters -- \$, &, /, comma, and hyphen (-).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:

ADDED? *

CHANGED? Yes

DELETED? **

* Data may be added to any LEADS and NCIC Stolen Gun record by the originating terminal. However, when adding MIS Field data to a Recovered Gun record, LEADS will make the modification in the usual manner but NCIC will simply ignore the MIS data because an NCIC Recovered Gun record has no MIS Field.

** Data may be deleted only in those cases when use of the MIS Field was optional. Data may not be deleted if ZZZ has been entered in the MAK Field.

- H. ON ENTRY, DATA IS: Generally optional, but required where data in other fields is not considered adequate to identify a stolen gun. For example, if the MAK Field contains ZZZ, the manufacturer's name must appear in the MIS Field. For Recovered Guns, LEADS allows full use of the MIS Field but NCIC has no MIS Field. Any MIS data entered into a LEADS Recovered Gun record is dropped or ignored by NCIC. NCIC accepts all other data (except the LEADS FIN Field) and does not send a reject or warning message that the MIS data has been excluded from its file.

- J. PURPOSE AND USAGE: To give as much information as possible about a stolen gun so as to improve the chances of making positive and correct identification.

- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Any data which helps to identify the gun or to explain the case. See L. NOTES beginning on the next page.

Edits -- In free-form entry, the computer considers the first period in the MIS Field to be the ending character of the field. Extra periods will cause the message to be rejected.

MISCELLANEOUS INFORMATION (PERMANENT) (MIS) (Continued)

- L. NOTES: The first eight notes (numbered 1 through 8) represent guidelines suggested by NCIC and are intended to standardize and facilitate entry of additional descriptive data in the MIS Field. When multiple descriptors are available, enter them in the sequence as described in the following notes (1-7). Use a space to separate descriptors. Do not use periods between descriptors. For example, on a Smith and Wesson snub-nose revolver, Model No. 45, with a two-inch barrel, blue finish, and cartridge capacity of six shots, the MIS Field would contain the following information:

MIS/BBL2 BLU 6SHOT

Model No. 45 would be placed in the MOD Field as MOD/45.

1. MAK/ZZZ -- When the Make Field contains the code ZZZ, the MIS Field is required to contain the manufacturer's name in a stolen gun record. (ZZZ is not permitted in a recovered gun record.)

2. Barrel Length (BBL) -- If available, barrel length should be entered and expressed in inches and/or fractions of an inch. Barrel length may be in exact or closely approximated dimensions, depending on available data. Use a slash (/) to separate numerator and denominator of fractions of an inch, for example, a 2 1/2-inch barrel would be entered as BBL21/2 and a 4-inch barrel as BBL4.

The chamber (that part of the inside of the barrel of a gun, at the breech, formed to accept the cartridge) is included when measuring the length of pistol (nonrevolver), rifle and shotgun barrels since the barrel and chamber are usually one piece. The chamber is not included when measuring the barrel length of a revolver since the chamber is part of the cylinder.

3. Color and Finish Data -- To describe color and finish, use any of the 3-letter codes found in the Boat Chapter, BCO codes. When describing a gun that is decoratively engraved and/or inlaid, first list the color then a slash (/) followed by the code 'ENGR', for example, SIL/ENGR.

4. Cartridge Capacity -- Cartridge capacity should be expressed as maximum capacity. Those firearms fed from a clip magazine or a tubular magazine should be indicated as CLIP or TUBL rather than by cartridge capacity, for example, 6SHOT, 5SHOT, CLIP, or TUBL MAG.

5. Inscription (INSC) Data -- When describing a gun with an inscription, name, monogram, date, etc., first list the code INSC followed by a dash and the exact or abbreviated inscription as shown in the examples below:

INSC-MDM (MDM represents a person's initials)
INSC-US PROP
INSC-TOM 010267 (Name and date represented)

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MISCELLANEOUS INFORMATION (PERMANENT) (MIS) (Continued)

6. Silencer Length (SSL) -- If available, silencer length should be entered and expressed in inches and/or fractions of an inch. Silencer length may be in exact or closely approximated dimensions, depending on available data. Use a slash (/) to separate numerator and denominator of fractions of an inch, for example 2 1/4-inch silencer would be entered as SSL21/4 and a 2-inch silencer as SSL2.
7. NOAH in the MIS Field -- In a case in which the ORI believes that notification each time its record is "hit" will provide investigative leads, regardless of whether the location of the gun is known, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field.
8. Owner-Applied Engraved Identification Number -- If no other data is being placed in the MIS Field, it can also be used to show alphanumeric characters which have been engraved on the gun as the result of a theft prevention program (such as Operation Identification or Stop Thief), for example, Social Security number, driver's license number, etc.
9. Multiple Numbers -- In the event more than one number appears on the firearm, the frame or receiver number should be entered in the SER Field and the other number(s) should be entered in the MIS Field.
10. Interchangeable Barrels/Calibers -- Some companies such as Browning, Connecticut Valley Arms, Harrington & Richardson, and Valmet manufacture rifles that have interchangeable barrels which could change the rifle to a shotgun. Also, Colt, Ruger, Smith & Wesson, and Thompson manufacture handguns that are capable of switching caliber by using a conversion kit. When entering these guns, indicate the type or caliber of the barrel attached to the gun at the time of the theft in the appropriate field. The MIS Field should state that the gun has interchangeable barrels.
11. Major Crime Connection -- When a stolen gun is connected with a major criminal investigation, fully describe the connection in the MIS Field. (See paragraph K.6 on page GUN-94.)
12. Point(s) of Identification -- When a stolen gun has a distinct point(s) of identification, fully describe the point in the MIS Field. (See paragraph K.6 on page GUN-94.)
13. Luger Pistols -- You must enter into the MIS Field the manufacturer's initials or name as found on the central toggle link on top of the gun. (For details, see paragraph K.7 on page GUN-94.)
14. Rifle-Shotgun Combination -- The shotgun gauge should be entered in the MIS Field while the caliber of the rifle is entered in the CAL Field.

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MISCELLANEOUS INFORMATION (PERMANENT) (MIS) (Continued)

15. TYP/Z -- When Weapon Type is coded with a Z in the TYP Field, the type of firearm must be described in the MIS Field.
16. Related Cases/Records -- If one or more other LEADS/NCIC records are related to the record in question, the Miscellaneous Field should include the NIC number(s) of the related record(s).
17. Test Record -- The MIS Field should begin with the words "TEST, IGNORE" when you are entering a record for training purposes and are not using the training message key.
18. MIS Field Too Short -- When the Permanent Miscellaneous Field does not provide enough space to enter all of the data that is pertinent to the record, enter an Add-On record as explained in Chapter 12. Keep in mind that the Add-On does not go to NCIC and will not be seen at out-of-state terminals.

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STOLEN/RECOVERED GUNS (19)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Temporary (Miscellaneous)
- B. FIELD CODE: T
- C. FIELD LENGTH: Up to 34 positions in the LFR.FEG. format and 49 free-form.
- D. CHARACTER TYPE(S) ALLOWED: Any character except a period.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? (Not Applicable)
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? (Not Applicable)
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Strictly optional.
- J. PURPOSE: To permit you to show extra miscellaneous information on the hard copy printout of the Enter Acknowledgment Message. Such information might be the name of the officer handling the case, the name of the entering terminal operator, etc. The "temporary miscellaneous field" is not actually a separate field, but merely the tail end of the "permanent" Miscellaneous Field. However, the temporary portion is not stored in the LEADS or NCIC files. This means that any data you enter in the temporary MIS Field will never appear in a hit message.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Do not use periods except as the very last character in order to signify the end of the field when entering free-form.
- L. NOTES: C A U T I O N -- When entering a test record for training purposes, do not use the Temporary area to indicate that the record is a test. If you do not immediately Void the record and someone hits it, there will be no indication that the record was entered only for test purposes because the Temporary area will be gone. Use the Permanent Miscellaneous (MIS) Field to indicate a record is for test purposes.

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STOLEN/RECOVERED GUNS (19)

FIELD DESCRIPTION

- A. FIELD NAME: Originating Authority's Case Number
- B. FIELD CODE: OCA
- C. FIELD LENGTH: Up to 9 positions for all enter and modification messages. An NCIC Recovered Gun record hit appears to have a 36-position OCA Field. See Note 2.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and special characters except the period. In records entered by other states, NCIC changes all letter O's to Ø's.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- ADDED? Yes CHANGED? Yes DELETED? Yes
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: Allows the entering agency to cross-reference the LEADS record with its corresponding case file. When another department hits the record, the originating authority may ask for the OCA number in order to look up the case file and confirm the hit.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- You may enter any sort of number that is meaningful to your department as long as it does not contain a period.

Edits -- 1. Must not exceed 9 positions.

2. Must not contain only the word NONE.

- L. NOTES: 1. You will always find data in the OCA Field of an NCIC record even though it is optional with LEADS. No matter what you enter in the OCA Field of a Stolen Gun record (if anything), the NCIC record's OCA Field will contain the LEADS Record Index Number (LDS) from the LEADS copy of the record. Even if you modify the LEADS record's OCA Field, the NCIC record's OCA will not change.

2. A hit on an NCIC Recovered Gun record has an unusual presentation of the OCA Field. Here is an example for an Illinois record entered through LEADS:

<u>OCA/</u>	<u>Ø81393</u>	<u>ILØ8496Q2</u>	<u>G93Ø9894</u>
			OCA
		ORA	
	Date of Recovery		
Field Code			

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STOLEN/RECOVERED GUNS (19)

FIELD DESCRIPTION

- A. FIELD NAME: Originating Authority's Agency Name
- B. FIELD CODE: ORA
- C. FIELD LENGTH: Up to 25 positions
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and three special characters -- comma, hyphen, and /.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|------------------|---------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE: To clearly identify the authority (and its location) which holds the original case file related to the LEADS record.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- 1. Must be the agency name of the authority holding the original case file, regardless of what agency sent the enter message. When entering a gun for another agency, put the other agency's name in the ORA Field.

2. It is important that all terminal operators use the same, identical wording in the ORA Field of all records entered for a given agency, including your own. If you use a particular abbreviation, use it consistently for all records. The required format includes three elements: (1) Agency Type (e.g. PD, SO, SP) or Agency Name (e.g. FBI), (2) City Name or County Name followed by 'CO' and (3) 'IL'.

Examples: ORA/PD SPRINGFIELD IL for Springfield Police Department
ORA/SO SANGAMON CO IL for Sangamon County Sheriff's Office
ORA/ISP SPRINGFIELD IL for State Police Dist. 9 in Spfld.

- L. NOTES: NCIC records do not contain the ORA Field Code. Instead, an NCIC record will give the entering terminal's ORI number and a translation of the number. A sample translation is, "ORI IS SANGAMON CO SO SPRINGFIELD IL".

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STOLEN/RECOVERED GUNS (19)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Entering Terminal's CDC
- B. FIELD CODE: ENT
- C. FIELD LENGTH: 3 positions
- D. CHARACTER TYPE(S) ALLOWED: Letters only
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required.
- J. PURPOSE: Identifies the terminal.
- K. ALLOWABLE DATA AND EDITS:

Must be the exact CDC of the terminal being used for the enter message.

Computerized Hot File entries should always be made at a terminal that is monitored on a 24-hour basis to ensure confirmation can be made promptly.

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STOLEN/RECOVERED GUNS (19)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Entering Terminal Operator's Initials or Identifier
- B. FIELD CODE: OPR
- C. FIELD LENGTH: 2 positions
- D. CHARACTER TYPE(S) ALLOWED: Letters A through Z and numerals 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | | | | |
|---------------|-------------|-----------------|-------------|-----------------|-------------|
| <u>ADDED?</u> | No (Note 1) | <u>CHANGED?</u> | No (Note 1) | <u>DELETED?</u> | No (Note 1) |
|---------------|-------------|-----------------|-------------|-----------------|-------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required.
- J. PURPOSE: To provide a permanent record (LEADS file only) of who entered the record.
- K. ALLOWABLE DATA AND EDITS:
- The only edit is to insure that the enter message contains two alphanumeric characters in the OPR Field.
- L. NOTES: 1. If a record is entered with the wrong identifier, void the record and enter a new one with the correct identifier.

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STOLEN/RECOVERED GUNS (19)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Time of Entry
- B. FIELD CODE: TME
- C. FIELD LENGTH: 4 positions
- D. CHARACTER TYPE(S) ALLOWED: Numbers only
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? N/A
- J. PURPOSE: To provide a permanent record in the LEADS record of the time of day that the enter message was handled by the LEADS computer, and the record was placed in the file.
- K. ALLOWABLE DATA AND EDITS:

The time is expressed in local time on the basis of a 24-hour clock. 3:19pm will be TME/1519.

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STOLEN/RECOVERED GUNS (19)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Date of Entry
- B. FIELD CODE: DTE
- C. FIELD LENGTH: 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numbers only
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | | | | |
|---------------|----|-----------------|----|-----------------|----|
| <u>ADDED?</u> | No | <u>CHANGED?</u> | No | <u>DELETED?</u> | No |
|---------------|----|-----------------|----|-----------------|----|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? N/A
- J. PURPOSE: To provide a permanent record in the LEADS record of the date that the enter message was processed by the LEADS computer, and the record was placed in the file.
- K. ALLOWABLE DATA AND EDITS:

The date is expressed in Month-Day-Year format. January 27, 1993 will be DTE/012793.

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STOLEN/RECOVERED GUNS (19)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: NCIC Record Index Number
- B. FIELD CODE: NIC
- C. FIELD LENGTH: 10 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letters G and Z (See Note 1) and numeric digits 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, but only with message key NZN.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No, except when locating a record that originated in another state.
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS: (Not entered.)
- J. PURPOSE AND USAGE: To uniquely identify a single record in the NCIC file. LEADS records entered into the NCIC file will contain a NIC number (See Note 1) which serves as an index or identifier to directly retrieve that record if you wish. The NIC is also used to identify an out-of-state NCIC record for the purpose of locating that record.
- K. ALLOWABLE DATA AND EDITS: NIC numbers for NCIC Gun File records always begin with the letter G. The next seven digits are a unique, sequential number. The last two digits are called "check-digits". These are automatically computed using the sequential number and a special formula. The check-digits serve to reduce the chance of retrieving or locating the wrong record because of an error made while keying the NIC.
- L. NOTES: 1. When a record is first entered into LEADS, ten Z's are entered in the NIC Field while the enter message is being forwarded to NCIC. When NCIC enters the record in its own file, it assigns an NIC number and sends the number back to LEADS. LEADS, then, replaces the Z's with the NIC number. This process normally takes only seconds up to several minutes. If you hit a LEADS record with Z's in the NIC Field that was entered more than an hour before your inquiry, send the LDS# to terminal KQC by directed message; something may have gone wrong.

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STOLEN/RECOVERED GUNS (19)

FIELD DESCRIPTION

- A. FIELD NAME: LEADS Record Index Number
- B. FIELD CODE: LDS
- C. FIELD LENGTH: 8 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letter G and the numbers 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes, always.
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: (Not entered.)
- J. PURPOSE AND USAGE: Automatically assigned by the LEADS computer to provide a unique index number for each record. Can be used to retrieve a specific LEADS record.
- K. ALLOWABLE DATA AND EDITS: The LDS # is constructed in three parts. The first character tells what file the record is stored in. All records in the Gun File have a LDS number beginning with G. The next two digits represent the year in which the record was entered into the file (93 for 1993, etc.). The final five digits are a sequential number representing when that particular record was entered relative to other records in the same file and year of entry. The first record entered into the Gun File in 1993 had a LDS number of G9300001. The 263rd record had the number LDS/G9300263.

VIII. MODIFICATION

A. GENERAL MODIFICATION INFORMATION

1. What Is Modification? -- Modification is the process of adding, changing, or deleting data contained in a previously entered record. You may modify only those records that were previously entered by your agency. You may not modify a record entered by another agency.
2. When to Modify -- The modify message is used (1) when you obtain additional data after a record has already been entered, (2) when you discover an error in a record, and (3) when circumstances surrounding the case have changed. You cannot modify a record after it has been Located.
3. Modify Message Keys -- Modify messages for the Gun File require two basic message keys. A third key is provided for training purposes. (LFR.FMOD is used to call the format.)

LMG is used for all Stolen and Missing Gun records.

LMR is used for all Recovered Gun records.

LTGM is used only for training purposes to "Modify" Stolen and Recovered Gun records. (The record on file is not actually affected.)

4. Required Identifiers -- Following the message key, a modify message must contain two identifiers preceded by their field codes from the record to be modified. If the two identifiers do not exactly match the corresponding data in the record on file, the modify message will be rejected and nothing will be changed.

The required identifiers are the LEADS Record Index Number (LDS) followed by the gun's Serial Number (SER) exactly as it appears in the record being modified.

5. Random Sequence of Fields -- Following the message key, LDS/, and SER/ (required identifiers), the fields to be modified and their new contents may be listed in any order.
6. All Original Data Lost -- Whether you want to change all or part of the data in a particular field, the computer wipes out all of the original data in that field. This means that your modify message must include the contents for the entire field, even if you are changing only one character.
7. Number of Fields Per Message -- When constructing a free-form modify message, any number of fields may be included in a single message. The modify screen format LFR.FMOD. allows up to five fields to be modified per modify message.
8. NCIC Copy Automatically Modified -- When there is a copy of a LEADS record in NCIC, a single modify message automatically causes the same change(s) to be made in the NCIC copy of the record.

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STOLEN/RECOVERED GUNS (19)

VIII. MODIFICATION (Continued)

B. WHAT CAN & CAN'T BE MODIFIED?

1. Fields Which Can Be Modified -- You may modify the contents of any of the following fields:

- DOT - Date of Theft
- FIN - Finish (LEADS only)
- MAK - Make or Country of Manufacture
- MOD - Model
- CAL - Caliber
- TYP - Type
- SER - Serial Number
- MIS - Miscellaneous (Permanent Portion of all Stolen Gun records and LEADS Recovered Gun records)
- OCA - Originating Authority's Case Number
- ORA - Originating Authority's Agency Name

2. Fields Which Cannot Be Modified -- Data in the following fields cannot be modified:

- MKE - Message Key
- LDS - LEADS Record Index Number
- ENT - Entering Terminal CDC
- OPR - Entering Operator's Initials
- TME - Time of Record Entry
- DTE - Date of Record Entry
- NIC - NCIC Record Index Number

C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS

1. Correcting and Adding Information -- Assume that a stolen gun record was entered (LDS/G9300332) with the Serial Number (885546). At a later date, the SER is found to be incorrect and it has been learned that the gun's finish (gray) was omitted from the MIS Field. Barrel length was included in the MIS Field in the original record. The correct SER is 875546. Use LFR.FMOD. to call the format.

VIII.C.1. Correcting and Adding Information (Continued)

Sample Formatted Modify Message:

(a) (b)
L MG LDS/ G9300332
(c) SER / 885546 _____
DATA FIELDS:
(d) SER/ 875546 _____
(e) MIS/ BBL2 GRY _____

INSTRUCTIONS: 1. COMPLETE MSG KEY FOR FILE DESIRED.
2. INSERT LDS NUMBER OF RECORD.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.
5. INSERT FIELD CODES FOR FIELDS TO BE MODIFIED.
6. INSERT DATA TO REPLACE EXISTING DATA.

- (a) Modify message key.
- (b) LDS number of record to be modified (required identifier).
- (c) The incorrect SER of the record, correctly used as the second required identifier.
- (d) First field to be modified, here containing the correct SER.
- (e) Second field to be modified, to add the FIN code 'GRY'.

2. Changing Barrel Length -- Assume that a recovered gun record was entered (LDS/G9309994) with the Serial Number (222074). Later, it is determined that the gun's barrel length is incorrect; it should be 4 inches, not 2 inches. The gun's finish, blue, was included in the MIS Field in the original record.

Sample Free-Form Modify Message:

(a) (b) (c) (d)
LMR.LDS/G9309994.SER/222074.MIS/BBL4 BLU.

- (a) Modify message key.
- (b) LEADS number of record to be modified--required first identifier.
- (c) SER of record to be modified--required second identifier.
- (d) Field being modified, here to reflect the correct barrel length.

Note: This modification will change the LEADS record but will not change the NCIC copy because there is no MIS Field in an NCIC Recovered Gun record.

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VIII. MODIFICATION (Continued)

D. MODIFY ACKNOWLEDGMENT -- Every modify message will be acknowledged in one of the following ways:

1. Successful Modify Acknowledgment:

(a)(b) (c)
cdcMODIFY LDS/G9309994

- (a) The CDC of the terminal which sent the modify message.
- (b) Indication that the record was successfully modified.
- (c) LEADS Record Index Number of the record successfully modified.

2. Coded Reject Message -- The coded message 'CHF50' indicates that your attempt to modify the SER, MAK, CAL, and TYP Fields was rejected because there is a record on file with matching fields. A copy of the record already on file will follow the reject message. No modification of the file has taken place.

(a) (b1)
RcdcCHF50 REJ RECOV GUN MODFY--DUP REC ON FILE--REC WILL FOLLOW

(a) (b2)
RcdcCHF50 REJ STOLN GUN MODFY--RCV REC ON FILE--REC WILL FOLLOW

- (a) The CDC of the terminal which sent the modify message.
- (b1) Indication that the attempt to modify the SER, MAK, CAL, and TYP Fields of a Recovered Gun record was rejected because there is a duplicate record on file which will follow.
- (b2) Indication that the attempt to modify the SER, MAK, CAL, and TYP Fields of a Stolen Gun record was rejected because there is a Recovered Gun record on file with the same data; the record will follow.

ACTION YOU SHOULD TAKE: Contact the entering agency (ORA) of the matching record already on file and confirm that the gun records are identical. If the matching records include a stolen and a recovered gun, arrangements should be made to forward the recovered gun to the agency that entered the stolen record. If the matching records are both recovered guns, determine if the Serial Number is a 'true' serial number and not a model number, stock control number, etc. Guns with no 'true' serial number are not to be entered into the files. (See page GUN-94.) However, if both guns contain a matching 'true' serial number, contact the LEADS Quality Control Staff at terminal KQC.

VIII.D. MODIFY ACKNOWLEDGMENT (Continued)

3. Confirming Modification Results -- The only way to confirm that a record was, in fact, modified exactly as you intended is to inquire on the record and review the response message.
4. Partial Success -- There is no such thing as a partially successful modification. If you plan to modify three fields with a single modify message and you are rejected because of an error in only one of the three fields, nothing was modified. In other words, the two fields you coded correctly were not modified because part of the modify message was wrong.
5. NCIC Reject -- Normally, the only acknowledgment message you will receive, either reject or successful, will come from LEADS (not NCIC). In a few cases when the computer is not working properly, you may receive a successful acknowledgment from LEADS and a reject from NCIC. When this happens, send an administrative message to the LEADS Quality Control Section at terminal KQC and explain what has happened.

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IX. ADD-ON CAPABILITY

LEADS provides the capability of appending miscellaneous information to any LEADS record. This can be useful when the MIS Field (permanent portion) is too small to contain all of the data you wish to enter. Turn to Volume 2, Chapter 12, Add-On Records, for procedures.

Keep in mind that the add-on information is not available to agencies in other states because the add-on record does not go on file in the NCIC record. Therefore, the most important data should be put in the permanent MIS Field.

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X. VOIDING

A. WHAT IS VOIDING? -- Voiding is the process of removing a record from the LEADS and NCIC files, especially a record that was entered by mistake. You can only void a record that was entered through one of the terminals in your agency. Once a record has been voided, it may no longer be retrieved by an on-line inquiry. However, if the need arises, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.

B. WHEN TO VOID

1. Invalid Record -- A record that is entered by mistake (i.e., should not have been entered in the first place) should be voided as soon as the error is discovered.
2. Can't Modify -- If data is incorrectly entered in a field that cannot be modified, the original record should be voided and a new record entered.

C. HOW TO VOID -- A void message always contains exactly three elements -- the message key, the LEADS Record Index Number, and the gun's Serial Number.

1. Void Message Keys -- The message keys for voiding Gun records are LXG for Stolen/Missing and LXR for Recovered. The same message that voids a LEADS record also voids the NCIC copy.

2. Sample Free-Form Void Messages

(a) (b) (c)
LXG.LDS/G9305061.SER/775524.

- (a) Message key to void a stolen/missing gun record. (LXR would be used to void a recovered gun record.)
- (b) LEADS Index Number of the record to be voided.
- (c) Serial Number from the record to be voided.

3. Sample Void Messages (Screen Format LFR.FVOID.)

LX G LDS/ G9305061
SER / 775524 _____

INSTRUCTIONS:

1. COMPLETE MSG KEY FOR FILE DESIRED. (An 'R' would be inserted for a recovered gun record.)
2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.

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STOLEN/RECOVERED GUNS (19)

X. VOIDING (Continued)

D. VOID ACKNOWLEDGMENT -- Every void message will be acknowledged either by a reject message or, if successful, by the following:

1. Successful Void Acknowledgment

(a)(b)	(c)
cdcVOID	LDS/G9305061

- (a) CDC of the terminal which sent the void message.
- (b) Indication that the record was successfully voided.
- (c) LEADS Number of the record that was voided.

2. Rejected Void Message -- Any response other than the message above indicates that your void message was rejected and that the record in question is still on file. You should correct the error and resend the void message.

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STOLEN/RECOVERED GUNS (19)

XI. CANCELLING A RECORD

- A. WHAT IS CANCELLING? -- Cancelling is the process of removing a record from LEADS and NCIC that has served its purpose and is no longer active. You can only cancel a record that was entered from one of the terminals in your agency. Once a record is cancelled, it may not be retrieved by an on-line inquiry. If a copy of the record is needed, the LEADS Staff can retrieve it from the permanent, off-line file.
- B. WHEN TO CANCEL -- When a stolen gun is recovered, the LEADS/NCIC record should be cancelled immediately. If a gun has been entered as a recovered gun record and the owner later identifies and claims it, then the recovered gun record should be cancelled.
- C. HOW TO CANCEL -- A gun cancel message contains the message key, the LEADS Record Index Number, and the gun's Serial Number.
1. Cancel Message Keys -- Cancel messages for the Gun File require two basic message keys. A third key is provided for training purposes. (LFR.FCANC. is used to call the format.)

LCG is used for all Stolen and Missing Gun records.

LCR is used for all Recovered Gun records.

LTGC is used only for training purposes to "Cancel" Stolen and Recovered Gun records. (The record on file is not actually affected.)

2. Sample Free-Form Cancel Gun Message

(a) (b) (c) (d)
LCG.LDS/G9305061.SER/775524.IL0999900.

- (a) Message key to cancel a stolen gun record. (LCR would be used to cancel a recovered gun record.)
- (b) LEADS Number of record to be cancelled.
- (c) Serial Number from the record to be cancelled.
- (d) Recovering Agency's ORI. Notice there is no Field Code preceding the data.

Note: The Recovering Agency ORI Field is optional, but its use is encouraged. It will not appear in the acknowledgment message, but will be logged in the permanent off-line history file and could be used as a special investigative tool.

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STOLEN/RECOVERED GUNS (19)

XI.C. HOW TO CANCEL (Continued)

3. Sample Cancel Gun Message (Screen Format LFR.FCANC.)

LC G LDS/ G9300555
SER / 3297628
RECOVERING AGENCY ORI IL08496Q2

INSTRUCTIONS:

1. COMPLETE MSG KEY FOR FILE DESIRED.
2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.
5. INSERT ORI OF RECOVERING AGENCY.

D. CANCEL MESSAGE ACKNOWLEDGMENT -- Every cancel message will be acknowledged either by a reject message or, if successful, by the following:

1. Successful Cancel Acknowledgment

(a)(b) (c)
cdCCANCEL LDS/G9300555

- (a) CDC of the terminal which sent the cancel message.
- (b) Indication that the record was successfully cancelled.
- (c) LEADS Number of the cancelled record.

2. Rejected Cancel Message -- Any response other than the message above indicates that the cancel message was rejected and that the record in question is still on file. In this situation, correct the error and resend the cancel message.

XII. PURGING

- A. STOLEN GUN RECORDS -- Because a gun generally holds its value over a long length of time and because a gun may be used in the commission of a serious crime or traceable to a crime, Stolen Gun records remain in the file indefinitely. If a Stolen Gun record is Located, then it is purged automatically in 10 days.
- B. RECOVERED GUN RECORDS -- Because of limited storage space and the decreasing value of a record as time goes on, Recovered Gun records are purged automatically on a periodic basis. The NCIC copy of each record is purged at the same time the LEADS record is purged. After the year of entry plus 2 years, these records are purged annually in January.
- C. PURGE NOTIFICATION OF THE ENTERING TERMINAL -- After Recovered Gun records are purged in January, a listing of the purged records is mailed to each entering terminal agency.
- D. RETRIEVING PURGED RECORDS -- Once a record has been purged, it cannot be retrieved by on-line inquiry. However, if the need arises, any purged record can be retrieved by the LEADS Staff from the permanent, off-line file.
- E. RE-ENTRY OF PURGED RECORDS -- If the originating authority plans to maintain an open case file or for any reason believes that a purged record would still be valuable in the on-line file, the ORA may re-enter the purged record. Re-entry is done by exactly the same procedure as the original entry.

BOAT
(BOAT)

SEQUENCES

ARTICLES
(ART)

ARTICLES
(ART)

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Chapter 20

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I. INTRODUCTION

This chapter contains details for entering stolen articles into the LEADS and NCIC Article Files and other information pertaining to these files.

- A. DEFINITION -- For the purpose of entering an item into the Article File, an article is defined as property that would not be classified in any of the currently existing Hot Files such as Vehicles, Boats, Guns, Securities, or License Plates.
- B. PURPOSE OF THE ARTICLE FILE -- The main purpose of the LEADS and NCIC Article Files is to provide assistance to all law enforcement agencies in the recovery of stolen articles.
- C. WHAT'S IN THE ARTICLE FILE? -- Both serialized and unserialized stolen articles may be entered in the LEADS Article File. Only serialized stolen articles may be entered in the NCIC Article File.

1. Criteria

- a. LEADS -- LEADS regulations specify that an article must be worth at least \$150 to be entered in the file. However, articles of lesser value may be entered at the discretion of the entering agency if circumstances seem to warrant entry. If an item was involved in a serious crime or if there is a likelihood of interstate transportation of that item, then it should be entered.
- b. NCIC -- NCIC regulations for article entries state that any item in a theft report may be entered if it is valued at \$500 or more and has a unique manufacturer-assigned serial number (SER) and/or an owner-applied number (OAN). However, office equipment (including typewriters), color televisions, and bicycles may be entered regardless of value. If the total value of the property in one theft exceeds \$5,000, any item in the theft report that has a unique SER or OAN, regardless of value, may be entered. Also, any item in a theft report, regardless of value, should be entered if it has a unique manufacturer-assigned serial number and/or an owner-applied number and if circumstances of the theft indicate that there is a probability of Interstate Movement, or the seriousness of the crime dictates that an entry should be made for investigative purposes.

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I.C. WHAT'S IN THE ARTICLE FILE? (Continued)

2. Examples

- a. Serialized Articles -- Any stolen item with a unique number, that is an Owner-Applied Number or a Serial Number, that would not fit in any of the existing files, may be entered in LEADS and NCIC Stolen Article Files. This includes automobile accessories, bicycles, camera equipment, household appliances, musical instruments, office equipment, personal accessories, radio-TV-sound entertainment devices, sports equipment, viewing equipment, and many more. See the Article Name-Type Code Dictionary on page ART-63 for a complete list.
- b. Unserialized Articles -- A stolen item that does not have a unique identifying number and would not fit in any of the existing files, may be entered in the LEADS Unserialized Stolen Article File. This includes alcoholic beverages, arms-guns-ammunition, bicycles, building materials, boats and marine equipment, clothing and shoes, chemicals and fuels, construction machinery, documents (credentials which cannot be entered in the Serialized Stolen Article File) and credit cards, drugs and cosmetics, electrical items, farm machinery and materials, food, furs, hardware, household goods and furniture, instruments, jewelry and watches, livestock, luggage, metal and ores, musical instruments, office furniture and supplies, optical goods and cameras, radios and televisions, sound equipment, sporting goods and toys, textiles, tobacco, vehicles and vehicle parts. See the Unserialized Article Classification Code Table on page ART-77 for a complete list.

D. REGISTRY OF OWNER-APPLIED NUMBERS

A citizen may register an article using his/her particular owner-applied number (OAN) with the pilot SOS system for registry of numbers issued by county sheriffs according to a numbering scheme recommended by the Illinois Farm Bureau Organization. For information on how citizens register with the Secretary of State, contact your county sheriff. For examples of response messages you might receive from these systems, see III.C.7.

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I. INTRODUCTION (Continued)

- E. WHAT SHOULD NOT BE IN THE ARTICLE FILE? -- Stolen articles that do not have a unique identifying number (SER or OAN) may not be entered into the NCIC Stolen Article File nor the LEADS Serialized Stolen Article File. For example, stolen or lost credit cards, bank drafts, and checks, including cashier's certified, company, government (Federal, state, and local) bank officer's, personal and U.S. Treasury are not be entered in the Serialized Stolen Article File. Credit cards may seem to fit the criteria, but they do not because the number may be reissued to someone else.

Stolen property that qualifies for existing files such as vehicles, license plates, securities, guns, and boats should be entered in those files and not the Serialized or the Unserialized Stolen Article Files.

- F. RETENTION PERIOD FOR ARTICLE RECORDS -- Serialized Articles remain active for the year of entry plus one year. Unserialized Articles remain active in the LEADS Stolen Article File for sixty days after the date of entry. See Chapter 14, Appendices, for Purge Schedule information.

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II. HOW TO INQUIRE INTO/SEARCH THE ARTICLE FILE

An inquiry on an article record gives access to multiple and consecutively serialized article records as well as single article records.

A. IDENTIFIERS USED FOR ON-LINE INQUIRY

1. Serialized Articles -- Serialized Articles must have either an SER or OAN or both as a primary identifier. Consecutively Serialized Articles must have an SER as the primary identifier; they do not have OAN's.

a. Minimum Identifiers -- The following identifier(s) may be used to search the LEADS and NCIC Article Files for serialized stolen articles:

- (1) SER (Serial Number) -- This identifier must be used in combination with TYP.
- (2) OAN (Owner-Applied Number) -- This identifier must be used in combination with TYP.
- (3) TYP (Type) -- This identifier must be used in combination with either SER or OAN or both.

In a single free-form inquiry, these identifiers must be keyed in the sequence SER/OAN/TYP or OAN/SER/TYP or SER/TYP or OAN/TYP.

- (4) LDS (LEADS Record Index Number) -- This identifier may be useful to retrieve a copy of a specific article record in LEADS, possibly one entered by your department.
 - (5) NIC (NCIC Record Index Number) -- This identifier allows retrieval of a specific record in the NCIC Article File.
- b. SER and OAN: Multiple Identifiers -- In a single inquiry message, you may include both the SER and OAN identifiers along with TYP. The computer treats such an inquiry as two separate inquiries; i.e., it will search separately for records with matching serial number and type and matching owner-applied number and type. This makes it possible to hit a record with matching SER but a different owner-applied number or vice versa. Here is an example:

Your inquiry is: LZA.SER/18475.OAN/94757.TYP/CLENS.

May hit: SER/18475.OAN/22347.TYP/CLENS. (Match on SER and TYP)
SER/8855 .OAN/94757.TYP/CCASE. (Match on OAN and TYP)

NOTE: LEADS requires that for TYP to match, only the first letter (category code) must be the same. However, NCIC considers records with 'Y' in the first position to be matches as well as records with the same category code.

c. Consecutively Serialized Articles: An inquiry on a serial number contained in a group record (whether it is the first, last, or in between) will reveal the complete group record on file.

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II.A. IDENTIFIERS USED FOR ON-LINE INQUIRY (Continued)

2. Unserialized Articles -- Unserialized Articles (LEADS only) must have a valid Unserialized Article Classification (UAC) code (See page ART-76 for UAC Code Table) and Type Code 'U' in an inquiry message. An inquiry using only the four-character classification code in the UAC Field and TYP/U will receive all records so classified.

Example Inquiry: LZA.UAC/ELEC.TYP/U.

'ELEC' is the UAC code for all electrical items except wire. The TYP Field Category Code will always be 'U'.

- a. Type of Loss -- The search may be limited by including a hyphen and a Type of Loss code. The Type of Loss code, which may be one of three codes (B = Stolen From Business, C = Stolen Cargo, H = Stolen In Home Theft), is stored in the MIS Field and will be translated when the record is printed out in response to an inquiry. The search may be further limited by including the article name following the Category Code in the TYP Field.

Example Inquiry: LZA.UAC/ELEC-C.TYP/UFAN.

This inquiry will generate all Unserialized Stolen Article records containing electric fans that were stolen cargo and were entered as Unserialized Articles.

- b. Date of Entry -- The DTE Field is an optional field available for inquiries on unserialized articles. To be returned as a hit, a record must match on all identifiers as well as on DTE.

Example Inquiry: LZA.UAC/ELEC-C.TYP/UFAN.DTE/080490.

Use of the DTE Field in an inquiry will request all records that were entered on or after the specified date.

- c. LDS (LEADS Record Index Number) -- This identifier may also be used to retrieve unserialized article records.

B. ON-LINE INQUIRY MESSAGE KEYS

1. Basics -- The basic free-form message key is 'LZA'. With the FINQ screen format, the basic key is 'Z'. Which files are searched by a single inquiry message is determined by the identifiers used in the inquiry as well as the suffix added to the basic message key. Here are the available suffixes and what they do:

<u>MKE SUFFIX</u>	<u>MEANING</u>
Blank or None	Search LEADS and NCIC Stolen Article Files
1	Search LEADS only Stolen Article File

2. Using the Inquiries Table -- A detailed analysis of article inquiry message keys, identifiers, sample free-form inquiries, and the file(s) searched is provided in the ARTICLE ON-LINE INQUIRIES TABLE on pages ART-6 and ART-7.

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ARTICLE ON-LINE INQUIRIES TABLE

A. LINE NO.	B. MESSAGE KEY		C. PRIMARY IDENTIFIER	D. SAMPLE FREE-FORM INQUIRY	E. ARTICLE FILES SEARCHED
	FORMAT	FREE-FORM			
1	Z	LZA.	SER TYP	LZA.SER/22335.TYP/CLENS.	LEADS - Will hit record with matching SER and TYP.* NCIC - Will hit record with matching SER or OAN and TYP.**
2	Z	LZA.	SER TYP/Y in first position	LZA.SER/22407.TYP/YOYO.	LEADS - Will hit record with matching SER regardless of TYP. NCIC - Will hit record with matching SER/OAN*** regardless of TYP.
3	Z	LZA.	SER OAN TYP	LZA.SER/22335.OAN/IL11447.TYP/CLENS.	LEADS - Will hit record with matching SER, OAN, and TYP* OR matching SER and TYP*, OR matching OAN and TYP.* NCIC - Will hit record with matching SER and/or OAN and TYP.** NSOIR - Will hit record with matching OAN. This field searched only when OAN used in inquiry. SOS - Will hit Illinois record with matching OAN. This file searched only when first two letters of OAN are 'IL' and field does not exceed 12 characters.
4	Z	LZA.	OAN TYP	LZA.OAN/111447.TYP/CLENS.	LEADS - Will hit record with matching OAN and TYP.* NCIC - Will hit record with matching OAN/SER*** and TYP.** NSOIR - Will hit record with matching OAN. This file searched only when OAN used in inquiry.
5	Z1	LZA1.	SER TYP	LZA1.SER/BY632737.TYP/BBICYCL.	LEADS Only Stolen Articles with matching SER and TYP.*

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6	Z1	LZA1.	SER OAN TYP	LZA1.SER/BY632.OAN/IL0103.TYP/BBICYCL. LEADS - Will hit record with matching SER and/or matching OAN and TYP.* NSOIR - Will hit record with matching OAN. This file searched only when OAN used in inquiry. SOS - Will hit Illinois record with matching OAN. This file searched only when first two letters of OAN are 'IL' and field does not exceed 12 characters.
7	Z1	LZA1.	OAN TYP	LZA1.OAN/111447.TYP/CLENS. LEADS - Will hit record with matching OAN and TYP.* NSOIR - Will hit record with matching OAN. This file searched only when OAN used in inquiry.
8	Z	LZA.	LDS	LZA.LDS/A9538075. LEADS Only. Produces the one record matching the LEADS Number (LDS).
9	None	NZN.	NIC	NZN.NIC/A743343557. NCIC Only. Produces the one record matching the NCIC Number (NIC).
10	Z	LZA.	UAC TYP/U	LZA.UAC/ELEC.TYP/U. LEADS Only - Produces all Un-serialized Stolen Article records classified 'ELEC'.
11	Z	LZA.	UAC Type of Loss Code 'B', 'C', or 'H' TYP/U	LZA.UAC/ELEC-C.TYP/UFAN. LEADS Only - Produces all Un-serialized Stolen Article records on fans classified 'ELEC' with Type of Loss Code 'C'.
12	Z	LZA.	UAC Type of Loss Code 'B', 'C', or 'H' TYP/U DTE	LZA.UAC/ELEC-C.TYP/UFAN.DTE/060695. LEADS Only - Produces all Un-serialized Stolen Article records of fans classified 'ELEC' with Type of Loss Code 'C' that were entered on or after the specified date.

*For TYP to match, only the first letter (category code) must match.
 **For TYP to match, the first letter (category code) must match or be 'Y'.
 ***NCIC considers SER and OAN the same.

II. HOW TO INQUIRE INTO/SEARCH THE ARTICLE FILE (Continued)

C. ARTICLE SUMMARY INQUIRIES

Free-form summary inquiries allow agencies to obtain a listing of all active article entries for a specified day initiated by their own department, or all departments located in the same state police district. These inquiries have been provided to assist departments in investigatory efforts (e.g., burglary rings, etc.).

1. Basic Message Key: LZA9. (required)
2. Day: DAY/Ø915. (required) Summary inquiries must be for a specific day, and cannot be older than 60 days.
3. File Message Key: MKE/EA-P. (optional) The field code MKE, followed by the desired file message key (minus the "L") will access records entered with that message key on the day indicated. For example: LZA9.DAY/1213.MKE/EA-P. will result in a listing containing stolen article records requesting a hold for prints.
4. CDC: CDC/____. (optional) If used, will narrow the search to include only records entered by a specific agency (will include entries by all terminals within a department that have the same last two alpha characters in the CDC, e.g., TPB, PPB, DPB, UPB).
5. DST: DST/____. (optional) If used, will direct search to include all articles entered on the day specified from all terminals located in the state police district (DST) indicated. NOTE: Use either CDC, or DST, but do not use both in the same inquiry.
6. Sample Article Summary Inquiries:

- a. LZA9.DAY/Ø813.MKE/EA-P.CDC/KCX.

Will return a list of stolen article records entered on August 13th by Chicago PD requesting a hold for prints.

- b. LZA9.DAY/Ø7Ø4.DST/11.

Will return a list of stolen article entries made on July 4th by all terminals located in state police district 11.

- c. LZA9.DAY/Ø513.CDC/KCX.

Will return a list of stolen article entries made on May 13th by Chicago PD.

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STOLEN ARTICLES (20)

II. HOW TO INQUIRE INTO/SEARCH THE ARTICLE FILE (Continued)

D. INQUIRY INTO THE CANADIAN ARTICLE FILE

LEADS users may initiate an inquiry to CPIC to access the stolen Article files. All Article inquiries must contain a reason for inquiry and an indication if the article is in sight of the officer making the request. The identifiers from the article required for inquiry are serial number and type.

CONSTRUCTING AN ARTICLE INQUIRY

1. Message Key: The message key used to access the CPIC Article files is structured differently than those for the Vehicle and Persons files. A standard message key of NQCN. must be followed by the message key CAQ. The complete message key **NQCN.CAQ.** will carry your inquiry to the CPIC Article files.
2. Serial Number: The serial number (maximum 23 positions) of the article is a required inquiry identifier and must be prefaced with the field code **SER/**.
3. Type: You must indicate the "type" of article in every article inquiry. Specific type codes must be used to complete the field. Field code **TYP/** must precede the code.

ARTICLE TYPE CODES

<u>Description</u>	<u>Code</u>
DOMESTIC APPLIANCES (stoves, washers, etc.)	AA
NON-MOTORIZED BICYCLES (mountain bikes, tandems, 10-speeds, etc.)	BI
HOUSEHOLD PROPERTY (rugs, furniture, etc.)	HH
JEWELRY (watches, rings, etc.)	JE
MUSICAL INSTRUMENTS	MI
MACHINERY AND TOOLS (electrical motors, non-riding lawn mowers, etc.)	MT
OFFICE MACHINES AND EQUIPMENT (computers)	OM
PERSONAL ACCESSORIES (hearing aids, luggage, etc.)	PA
PHOTOGRAPHY EQUIPMENT (cameras, enlargers, etc.)	PE
RADIO, TV, VCR, SOUND-REPRODUCING EQUIPMENT	RA
SCIENTIFIC, OPTICAL, AND MEASURING DEVICES (binoculars, etc.)	SC
SPORTING GOODS AND HOBBY EQUIPMENT (skis, model aircraft, scuba equipment, etc.)	SP
ALL OTHER ARTICLES (animals, vending machines, precious metals, etc.)	OT

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II.D. CONSTRUCTING AN ARTICLE INQUIRY (Continued)

4. Reason For Inquiry: Each article inquiry must indicate the reason the request is being initiated. Field code RSN/ must be followed by a valid code.

REASON FOR INQUIRY CODES

<u>Reason for Request</u>	<u>Code</u>
Narcotics	N
Fraud (includes counterfeit documents)	F
Violent Crimes (includes robbery, murder, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

5. Person/Property in Sight: Each article inquiry must indicate if the requestor has the person or property in sight. Field code PPS/ must be followed by an N for no, or a Y for yes.

6. Sample Inquiries:

(1) (2) (3) (4) (5)
a) NQCN.CAQ.SER/TEST12345.TYP/BI.RSN/S.PPS/Y.

1= Article inquiry message key NQCN.CAQ.
2= Serial number
3= Type of article; bicycle
4= Reason for inquiry; theft
5= Person/Property in Sight; yes

(1) (2) (3) (4) (5)
b) NQCN.CAQ.SER/1234567893.TYP/OM.RSN/N.PPS/N.

1= Article inquiry message key NQCN.CAQ.
2= Serial number
3= Type of article; office machine
4= Reason for inquiry; narcotics
5= Person/Property in Sight; no

Note: An Article inquiry through CPIC will not check LEADS or NCIC.

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STOLEN ARTICLES (20)

II. HOW TO INQUIRE INTO/SEARCH THE ARTICLE FILE (Continued)

E. OFF-LINE STOLEN ARTICLE FILE SEARCHES -- On-line inquiries require that you know the complete serial or owner-applied number and type (LEADS & NCIC Files) or the UAC code and TYP/U code (LEADS Unserialized Article File) and are limited to the file of currently active records. In cases where you do not have the primary identifiers, you can use any other information about the article which corresponds to one of the data fields in a LEADS record (except the MIS Field) to request an off-line search. The more information you have about the article in question, the fewer possible 'hits' you will have to investigate. However, information which would not be found in a coded field within the LEADS record is of no value for conducting the search. Also, the MIS Field cannot be searched by the computer.

1. Requesting An Off-Line Search -- To request an off-line search of the LEADS Stolen Article File, send an administrative message to terminal KQC and include the following information.
 - a. "REQUEST FOR STLN ARTICLE SEARCH"
 - b. Details about the article in question.
 - c. Indication that only currently active records are to be searched or that active and cancelled records are of interest.
 - d. Name and telephone number of agency contact person on this case.
2. Results In 24-48 Hours -- Terminal KQC is only monitored from 0830-1630, Monday through Friday, excluding holidays. Messages sent to KQC at times when it is not being monitored are printed out and will be read when the operator arrives for the next monitoring period. An off-line search generally takes 24-48 hours to complete after the request has been read by the KQC terminal operator. Additional time may elapse before the hard copy report is received at the requesting agency.
3. What You Get -- The end-product of an off-line search is a computer listing of all data fields from every LEADS record which matched the identifiers you provided. The number of matches could be anywhere from zero to several thousand. When the number of matches is small, a member of the LEADS Staff will call the contact person (requestor) and discuss the results. Longer lists are mailed to the requestor for analysis.
4. NCIC Records Not Included -- A LEADS off-line search only covers records entered into the Illinois LEADS files by Illinois terminals. Records entered into NCIC from terminals in other states are NOT included in the off-line search.

III. RESPONSE INTERPRETATION

Every inquiry will produce some kind of response from the LEADS computer. Each response message is the result of the combination of message key and identifier(s) used in the article inquiry and will result in one of four basic kinds of response message. They include the following:

- Reject (The inquiry was submitted incorrectly.)
- No Record On File or Negative Response
- Hit or Positive Response (A record found in LEADS and/or NCIC with matching inquiry identifiers.)
- System Status

These kinds of response and system status messages are explained in the following paragraphs.

A. REJECTS -- A reject message indicates that (1) your message cannot be understood or processed by the computer and (2) the computer will do nothing further until you send another message. Once you receive a reject message, correct your error and then try the inquiry again.

B. NEGATIVE RESPONSES -- Every inquiry message that is not rejected normally causes certain files to be searched. See the ARTICLE ON-LINE INQUIRIES TABLE on pages ART-6 and ART-7. When no matching record(s) is found, the computer returns a NO REC or negative response message. NO REC responses look like the following:

1. NO REC LEADS Message -- When no matching record is found in the LEADS Hot Files, this is the message that will be returned:

Line (M) M/CAR 4-22
Line (Ø) CHF Ø8Ø595 121Ø

Line (1) KSQ NO REC LEADS SER/BY632737 TYP/MXYLOPH.

Line (M) is a copy of whatever you entered in the M/ Field of your inquiry. If you did not use the M/ Field, there will be no Line (M) in the response.

Line (Ø) is the standard header for all LEADS Hot File messages.

Line (1) begins with the CDC of the inquiring terminal. "NO REC LEADS" means no record was found containing the identifiers you inquired upon, which are repeated at the end of Line (1). You should then double check the identifiers returned in the NO REC message with those you were given to inquire on.

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STOLEN ARTICLES (20)

III.B. NEGATIVE RESPONSES (Continued)

2. Negative NCIC Response -- If your inquiry contains the appropriate message key for an NCIC file search but no matching record is found, the following type of message will be returned:

Line (M) M/CAR 4-22
Line (1) 1LØ1 NCIC RESPONSE
Line (2) ILØ8496L4
Line (3) NO RECORD SER-OAN/BY632737 TYP/MXYLOPH

Line (M) repeats data that appeared in the M/ Field of the inquiry. Line (M) does not appear if the M/ Field was not used.

Line (1) indicates that the message came from NCIC.

Line (2) is the ORI of the terminal which did the inquiry.

Line (3) tells you that no record was found with the given identifier.

You should double check the identifiers in the response with those you were asked to inquire on to be sure no error has been made.

3. Negative SOS Response -- If your inquiry included a 12-character OAN with "IL" in the first two positions, but no matching number is found in the Secretary of State's Registry, the following type of message will be returned:

Line (1) SOS 12Ø195 1631
Line (2) SOS23 NO RECORD ON FILE-SEARCH KEY ILØ99Ø8ØØ
Line (3) OAN/ILØ99Ø8ØØ.

Line (1) is the standard header for all SOS messages.

Line (2) is the coded message (SOS23) that there is no record on file with an OAN that matches the one used in the inquiry. (You might also receive a different coded reject message from SOS which would explain a negative response.)

Line (3) repeats the identifier.

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III.B. NEGATIVE RESPONSES (Continued)

4. Negative CPIC Response -- When no matching record is found in CPIC, the following response will be entered.

FROM ON
UYA. 09.52.58 02/02/93 ON1005900
IL08495U1

** FROM CPIC - ARTICLE FILE **

QUERY NOT ON FILE

ARTICLE
TYPE: RA SER: TEST2365
REM: 20H,IL08495U1

02FEB93/10:54/24

III. RESPONSE INTERPRETATION (Continued)

C. HITS AND POSITIVE RESPONSES

1. Action Steps Required On A Hit

When the identifiers in your inquiry match data in a Hot Files record or records, the matching record(s) is returned to your terminal. When this happens, the following Action Steps must be taken immediately in the order listed:

- a. COMPARE the identifiers in your inquiry to those in the hit response and determine why the hit was received. This should lead to one of two conclusions:

- (1) Invalid Hit -- An invalid hit contains identifiers that are neither an exact match nor a reasonably close match to the identifiers used in the inquiry. An invalid hit should not be disseminated to the inquiring source and does not establish reasonable grounds to confiscate an article or to detain a person who has possession of such an article.
- (2) Valid Hit -- A valid hit contains identifiers which exactly match or closely match the identifiers used in the inquiry. A valid hit establishes reasonable grounds to detain a person and take possession of the article in question. You should then proceed to the next step.

- b. INTERPRET--Carefully analyze the hit response message to determine the following:

- (1) Is this a serialized or unserialized record, a single article record, a multiple articles record, or a consecutively serialized record?
- (2) Should the article be held for fingerprints?
- (3) Are there extenuating circumstances noted in the MIS Field?
- (4) What are the primary identifiers?
- (5) Are there conditions that may relate to the status of the hit?
- (6) Has the record been located (flagged) previously?

The final task in this Action Step is to obtain the inquiring officer's location if you do not already have it.

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III.C.1. Action Steps Required On A Hit (Continued)

- c. ALERT the inquiring officer, utilizing the procedure that your department prescribes for initially advising the officer of a hit. (Some departments use a special tone signal, while others use a variety of special code signals. Every department should have a definite procedure to alert the officer.) ONLY AFTER the officer advises to "go-ahead," should you proceed to the next step.
- d. DISSEMINATE details of the hit message to the inquiring officer by radio communications.
- e. CONFIRM or verify the status of the CHF record by contacting the originating agency via directed message. To confirm the hit means to verify that the stolen article report is still outstanding and the article inquired upon is identical with the article described in the record and to obtain information concerning return of the article to its rightful owner.

An agency that receives a hit on a record containing the code NOAH (Notify ORI of All Hits) in the Miscellaneous (MIS) Field must advise the originating agency of the hit regardless of whether the location of the article is known.

- f. LOCATE--After a valid hit has been confirmed with the originating authority, send a LOCATE message to "flag" each confirmed, matching CHF record. This indicates that law enforcement action has been taken by the recovering agency.
- g. SERVICE--Service is the procedure for assembling, adding notes to, and filing the hard-copy printouts of the hit and all related directed messages. Here is what must be done to each piece of hard copy:
 - (1) Add notes telling how, when, and to whom the information was given.
 - (2) Sign and date the notes.
 - (3) File in your agency's Hit File. (File all pieces of hard copy related to a single hit as a group, i.e., clip or staple all sheets together.) The Hit File should contain all LEADS/NCIC hits received by your terminal and should be maintained near the terminal.

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III.C. HITS AND POSITIVE RESPONSES (Continued)

2. Hit is from LEADS or NCIC? -- The first line (the second line if you used the M/ Field in your inquiry) of a message will tell you whether the hit is from LEADS or NCIC.

Examples of First Lines:

From LEADS: CHF 112395 0808

'CHF' stands for LEADS Computerized Hot Files.

From NCIC: 1L01 NCIC RESPONSE

'1001' will appear in place of '1L01' in multiple-block NCIC responses.

3. Hits from SOS -- The Illinois Secretary of State provides a computerized owner-applied number directory. For additional information, see page ART-23. The first line of a message from the Secretary of State indicates the message is from SOS.

Example:

From SOS: SOS 120895 1055

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III.C. HITS AND POSITIVE RESPONSES (Continued)

4. LEADS Record Labels -- The last item in the second line of all positive responses from LEADS is a "label" which gives important information about the record. The following table explains the meaning of each label that might appear in an article record.

TABLE OF LEADS ARTICLE RECORD LABELS

<u>LEADS RECORD LABEL*</u>	<u>MEANING</u>
LOC ... cdc	The codes or words between LOC and CDC mean the same as they would if LOC were not present. The LOC prefix means that the article was previously Located by the agency with the given CDC, but the ORA is still holding its case file open. A record inquired on, that was entered with the caution indicator P, will, after it has been Located, return the record label shown at left which will appear in the space between "LOC" and "cdc".
LOCATED cdc	The stolen article was previously located by the agency with the given CDC, but the ORA still holds an open case file.
LOCATED OUT OF STATE	The stolen article was previously located by an out-of-state agency, but the ORA still holds an open case file.
STLN HOLD PRNT	Active case on a stolen article; hold for fingerprints.
STOLEN	Active case on a stolen article.
STLN GROUP REC	Active case on consecutively serialized stolen articles.
STOLEN FROM BUSINESS	Active case on unserialized property stolen from a business, commercial establishment, factory, or other industrial facility.
STOLEN CARGO	Active case on unserialized property stolen at the time when the carrier's agent has signed the Bill of Lading and before the consignee has signed a receipt for the property.
STOLEN IN HOME THEFT	Active case on unserialized property stolen from a private residence, apartment, garage, yard, or from a vehicle (such as a private auto) not operating as a common cargo carrier.

* NCIC labels appear as translations of the Enter or Locate message key and are different from LEADS labels. There is no table for the NCIC labels because no abbreviations are used.

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III.C. HITS AND POSITIVE RESPONSES (Continued)

5. LEADS Hit Messages -- All LEADS Single Stolen Article File hit messages begin with the standard CHF header line (Line 0) followed by 8 lines from the record that was hit and end with "CONFIRM WITH ORA". Because some data fields are optional, some lines within the message may be blank. The example below shows where each data field would appear in a LEADS hit message on a Serialized Stolen Article record containing data in every field.

Example: LEADS Serialized Stolen Article Hit -- The NCIC version of the same record is shown on page ART-21.

```
M)  M/CAR 22-13
0)  CHF  102695  1033

1)  ZKSQ LDS/A9503555 STOLEN
2)  DOT/090595 MOD/MO0562012 BRA/MOTOCR TYP/BBICYCL
3)  SER/BY632737 OAN/IL049711
4)  MIS/YELLOW MAGS
5)  OCA/95-0167
6)  ORA/PD ZION IL
7)  ENT/KAB OPR/BL TME/0752 DTE/090695 NIC/A682335603
8)  CONFIRM WITH ORA
```

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STOLEN ARTICLES (20)

III.C.5. LEADS Hit Messages (Continued)

Explanation:

- Line M indicates car number of officer requesting information.
- Line Ø 'CHF' identifies this message as having been created by the LEADS Computerized Hot Files.
'1Ø2895 1Ø33' is the date and time that the LEADS computer found the record.
- Line 1 The 'Z' (or Q or S) in the first position is taken from the message key used for the inquiry.
'KSQ' is the CDC of the inquiring terminal. The second item is the LEADS Record Index Number.
The meaning of STOLEN is explained in the Table of LEADS Article Record Labels on page ART-18.
- Line 2 Date of Theft and article description fields - Model, Brand, and Type. (Except for Model, all Required Data.)
- Line 3 Serial Number and Owner-Applied Number. (Either SER or OAN must appear on this line or both fields may appear as shown here.)
- Line 4 Miscellaneous information showing the bike has yellow magnesium wheels. (Optional data.)
- Line 5 Case number of the entering agency. (Optional data.)
- Line 6 Agency that holds the theft report, "PD ZION IL".
- Line 7 Who entered the record and when.
The presence of a NIC Field indicates the record is also entered in NCIC. The NIC Field will not appear if there is no corresponding record in NCIC.
NOTE: You may receive a response that shows the NIC Field like this: NIC/ZZZZZZZZZZ. See NCIC Record Index Number Field Description, ART-88.
- Line 8 Reminder to confirm with the ORA that the record is still active before taking further action.

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III.C. HITS AND POSITIVE RESPONSES (Continued)

6. NCIC Hit Messages

Example: NCIC Stolen Article -- The following example is the same record shown for the LEADS Stolen Article Hit on page ART-19.

M) M/CAR 22-13
Ø) 1LØ1 NCIC RESPONSE
1) ILØ8496Q2
2) MKE/STOLEN ARTICLE
3) ORI/ILØ4923L1 TYP/BBICYCL SER/ BY632737 BRA/MØTØCR
4) MOD/MØØ562Ø12 OAN/ ILØ49711 DOT/Ø9Ø595 OCA/ A95Ø3555
5) MIS/YELLØW MAGS
6) NIC/A6823356Ø3
7) ORI IS ZION PD IL
8) IMMED CONFIRM RECORD WITH ORI

NOTE: It is possible for one inquiry with both the numeric identifiers SER and OAN to retrieve two responses: one a record identifiable with one of the numbers and the other a 'NO RECORD' identifiable with the other number.

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STOLEN ARTICLES (20)

III.C.6. Example: NCIC Stolen Article (Continued)

Explanation:

- Line M Indicates car number of officer requesting information.
- Line Ø Tells you the record is in the NCIC Files.
- '1LØ1' -- The L in the second position always means this is the last or final record from NCIC. The 'Ø1' tells you that this is the first NCIC record. If there had been three NCIC records hit, the response message blocks (records) would be tagged 1ØØ1, 1ØØ2, and 1LØ3 respectively.
- Line 1 ORI of the terminal that ran the inquiry.
- Line 2 Translation of the Enter (or Locate) message key which created this record.
- Line 3 'ORI/ILØ4923L1' is the ORI of the agency holding the theft report.
- The remaining fields describe the Type, Serial Number, and Brand. (Type and Brand are required Data. Serial Number is optional since there is an Owner-Applied Number.)
- Line 4 Model, Owner-Applied Number, Date of Theft, and Originating Authority's Case Number. (MOD is optional. OAN is required unless there is an SER in the record. DOT is required. The OCA Field appears automatically in an Illinois agency record and shows the record number (LDS) of the corresponding record in LEADS.)
- Line 5 The Miscellaneous Field shows the same information found in the MIS Field of the corresponding LEADS record.
- Line 6 The NCIC index number for this record.
- Line 7 Translation of the entering agency's ORI.
- Line 8 Reminder to confirm that the record is in fact still active. This reminder will not appear if you have hit your own agency's record.

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III.C. HITS AND POSITIVE RESPONSES (Continued)

7. SOS Hit Messages -- If an inquiry is submitted using an OAN Field identifier in which the OAN contains IL in the first two positions and does not exceed 12 positions, the message is forwarded to the Illinois Secretary of State's computer to check the Illinois Farm Bureau Association's Owner-Applied Number Registry, which is housed on the SOS computer. The following example represents the response from SOS that would be received if the article used in the previous examples was registered with this organization.

Example: SOS Stolen Article Hit -- The LEADS and NCIC versions of the same record are shown on pages ART-19 and ART-21.

- 1) SOS 102695 1033
- 2) INVESTIGATIVE LEAD ONLY
- 3) NOT PROOF OF OWNERSHIP
- 4) OAN/IL049711
- 5) OWN/DOE DONALD
- 6) ADD/711 S FIRST ZION IL 60099
- 7) TEL/708-8725555
- 8) ENTERED/0995
- 9) ALT/BROWN BILL
- 10) ALT TEL/708-8723333
- 11) 2ND OWN/DOE SHARON

Explanation:

Line 1 Identifies the source of the response (Secretary of State) and shows the date and time that the record was retrieved from the file.

Lines 2 and 3 Explanation that this is only an investigative tool and not proof of ownership.

Line 4 Shows OAN (Owner-Applied Number) used in the inquiry that matches the number registered with the Secretary of State.

Lines 5, 6, and 7 Show primary owner's name, address, and phone number.

Line 8 Date the article was registered with SOS.

Line 9 Alternate person to contact concerning the article.

Line 10 Alternate person's phone number.

Line 11 Shows second owner's name.

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III.C. HITS AND POSITIVE RESPONSES (Continued)

8. Consecutively Serialized Article Records

- a. LEADS Hit Messages -- All LEADS Consecutively Serialized Stolen Article File hit messages begin with the standard CHF header line (Line 0) followed by 7 lines from the record that was hit and end with "CONFIRM WITH ORA". The example below shows where each data field would appear in a LEADS hit message on a Consecutively Serialized Stolen Article record containing data in every field. An Add-On record response (Lines 8-11) is included here also because it is usually necessary to include such a record to provide additional information due to the fact that the MIS Field is omitted in a Consecutively Serialized Stolen Article record.

Example: LEADS Consecutively Serialized Stolen Article Hit -- The NCIC version of the same record is shown on page ART-26. The Sample Enter Message for this record is shown on page ART-46.

```
M)    M/CAR 711
Ø)    CHF  Ø22Ø95  1Ø53

1)    ZKUL LDS/A95ØØØ85 STLN GROUP REC
2)    DOT/Ø11Ø95 MOD/APR 94 BRA/IL TYP/ILICTAB
3)    SER/B1236675-B1236724
4)    OCA/95Ø13
5)    ORA/PD CREVE COEUR IL
6)    ENT/ALH OPR/DC TME/1541 DTE/Ø11Ø95 NIC/A622295775
7)    CONFIRM WITH ORA

8)    ADD ON LDS/A95ØØØ85 ADN/95Ø115
9)    IL LIC RENEWAL STICKERS TAKEN FROM 1ST NATIONAL BANK
1Ø)   CREVE COEUR LDS/A95ØØØ86 NIC/A622295776

11)   ENT/ALH
```


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III.C.8.a. Example: LEADS Consecutively Serialized Stolen Article Hit (Continued)

Explanation:

- Line M Indicates car number of officer requesting information.
- Line Ø 'CHF' identifies this message as having been created by the LEADS Computerized Hot Files.
'Ø22Ø95 1Ø53' is the date and time that the LEADS computer found the record.
- Line 1 The 'Z' (or Q or S) in the first position is taken from the message key used for the inquiry.
'KUL' is the CDC of the inquiring terminal followed by the LEADS Record Index number.
'STLN GROUP REC' is the abbreviation for Stolen Group Record which means this record is a Consecutively Serialized Stolen Article Record.
- Line 2 Date of Theft and article description fields - Model, Brand, and Type. (Except for Model, all Required Data.)
- Line 3 Serial Numbers indicating that there are 50 (the maximum in one entry) consecutively serialized articles.
- Line 4 Case number of the entering agency. (Optional data.)
- Line 5 Agency that holds the theft report, "PD CREVE COEUR IL".
- Line 6 Who entered the record and when. The NIC Field indicates the record is also in NCIC.
- Line 7 Reminder to confirm with the ORA that the record is still active before taking further action.
- Line 8 Identifies this message as an 'Add-On' to the LDS Record given and also indicates the Add-On record number.
- Lines 9 and 1Ø Show information pertaining to the Stolen Article record including the LEADS and NIC Numbers of the Article Record containing the remainder of the license renewal stickers that were a part of this theft.
- Line 11 Shows the entering terminal.

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III.C.8. Consecutively Serialized Article Records (Continued)

b. NCIC Hit Messages

Example: NCIC Consecutively Serialized Stolen Article Hit -- The following example is the same record shown for the LEADS Consecutively Stolen Article Hit on page ART-24.

```
M)    M/CAR 711
Ø)    1LØ1 NCIC RESPONSE
1)    MKE/STOLEN ARTICLES
2)    ORI/ILØ9ØØ3ØØ TYP/ILICTAB BRA/IL    MOD/APR 94    DOT/Ø11Ø95
3)    OCA/ A95ØØØ85
4)    NIC/A622295775
5)    ORI IS EAST PEORIA PD IL
6)    SER/B1236675-B1236724
7)    IMMED CONFIRM RECORD WITH ORI
```

(THERE IS NO ADD-ON RECORD IN AN NCIC RECORD.)

Explanation of NCIC Consecutively Serialized Stolen Article Hit:

Line M	Shows the identifying number of the officer requesting information.
Line Ø	Tells you the response is from NCIC.
Line 1	Translates the message key used to enter the record into NCIC.
Line 2	Contains the ORI of the terminal which entered the record and article description fields type (TYP), brand (BRA), model (MOD), and date of theft (DOT).
Line 3	Gives the case number of the entering agency (OCA).
Line 4	Gives the NCIC record number.
Line 5	Translates the ORI number from Line 2.
Line 6	Shows consecutively serialized numbers (SER).
Line 7	Reminds you to confirm record with ORI.

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STOLEN ARTICLES (20)

III.C. HITS AND POSITIVE RESPONSES (Continued)

9. Unserialized Article Records

Unserialized Article Records, which can only be entered in LEADS and remain on file for 60 days, begin with the Standard CHF header line (Line 0) followed by 8 lines from the record that was hit and end with "CONFIRM WITH ORA". The example below shows where each data field would appear in a LEADS hit message on an Unserialized Stolen Article record containing data in every field. An Add-On record response (Lines 9-11) is included here also because it is usually necessary to enter such a record to provide additional information because the MIS Field is taken up with required data.

Example: LEADS Unserialized Stolen Article Hit -- The Sample Enter Message for this record is shown on page ART-47.

```
M)    M/CAR 333
Ø)    CHF  Ø21495  1616

1)    ZKZY LDS/A9533373 STOLEN IN HOME THEFT
2)    DOT/Ø11495 MOD/LADYS BRA/NO BRA TYP/URING
3)    UAC/JEWL
4)    MIS/H-ØØØØ1-RING  $ØØØØ25Ø
5)    OCA/95-154Ø
6)    ORA/ISP COLLINSVILLE IL
7)    ENT/PPJ OPR/JM TME/ØØ44 DTE/Ø11595
8)    CONFIRM WITH ORA

9)    ADD ON LDS/A9533373 ADN/953Ø33
1Ø)   GOLD WEDDING BAND SIZE 5
11)   ENT/PPJ
```


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STOLEN ARTICLES (20)

III.C.9. Example: LEADS Unserialized Stolen Article Hit (Continued)

Explanation:

- Line M Indicates car number of officer requesting information.
- Line Ø Is the standard CHF heading showing date and time the LEADS computer found the record.
- Line 1 The 'Z' (or Q or S) in the first position is taken from the message key used for the inquiry.
 'KZY' is the CDC of the inquiring terminal followed by the LEADS Record Index Number.
 'STOLEN IN HOME THEFT' is one of three labels that may appear here in an Unserialized Article Record.
- Line 2 Date of Theft and article description fields - Model, Brand, and Type. (Except for Model, all Required Data.)
- Line 3 Shows the UAC (Unserialized Article Classification) Code which replaces the Serial Field and is required data.
- Line 4 Contains Miscellaneous Field showing the required data, 'Type of Loss, Number of Units, Kind of Units, Aggregate Dollar Value of Loss'. The data elements will always appear in the order shown separated by hyphens and a dollar sign. No other information is allowed in the MIS Field.
- Line 5 Case Number of the entering agency (Optional data).
- Line 6 Agency that holds the theft report, "ISP COLLINSVILLE IL".
- Line 7 Who entered the record and when. There is no NIC Field because Unserialized Articles cannot be entered into NCIC.
- Line 8 Reminder to confirm with the ORA that the record is still active before taking further action.
- Line 9 Identifies this message as an 'Add-On' to the LDS Record shown and the number of the Add-On record.
- Line 1Ø Shows additional descriptive data about the article.
- Line 11 Shows the entering terminal.

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STOLEN ARTICLES (20)

III.C. HITS AND POSITIVE RESPONSES (Continued)

10. Sample CPIC Article Hit

Inquiry: NQCN.CAQ.SER/TEST12345.TYP/RA.RSN/N.PPS/Y.

Response:

FROM CN
JYA 08.45.41 05/05/92 CNON10059
IL08495J1

** FROM CPIC - ARTICLE FILE **

```
*****
* POSSIBLE CPIC ARTICLE HIT.
*
* YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE RECORDS BEING RETURNED.
*
* CONFIRMATION ON THE SELECTED ARTICLE MUST BE ACCOMPLISHED USING
* A YQ MESSAGE ADDRESSES TO THE CANADIAN LAW ENFORCEMENT AGENCY
* IDENTIFIED AS THE ORIGINATOR OF THE RECORD.
*
* YOU MUST ADD 00 TO THE END OF THE 7-DIGIT CANADIAN AGENCY ORI
* IN THE RECORD.
*
* (EXAMPLE: ENTERED BY: TORONTO PF ON30570 ON 1991-01-01)
*
* DESTINATION ORI FOR CONFIRMATION WOULD BE ON3057000.
*****
```

QUERY POSSIBLE HITS FOR
ARTICLE
TYPE: RA SER: TEST12345
REM: 20H,IL08495J1

***NO: 1

SER: TEST12345
TYPE: RA STATUS: STOLEN EXP: 1995-04-01
ITEM: TELEVISION MAKE: PANASONIC
REM: TEST RECORD FOR CANADIAN-USA ACUPIES INTERFACE
CASE: ACUPIES-TEST-ART
ENTERED BY: INTERPOL NAT.CENT. BUREAU ON10059 ON 1992-02-10

CONFIRM ALL HITS WITH ORIGINATING AGENCIES
TOTAL HITS ON FILE: 1

05MAY92/09:45/09

INTERPOL - OTTAWA, CANADA.

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STOLEN ARTICLES (20)

III.C.10 Example: CPIC Article Hit (Continued)

Explanation: The first three lines of the hit provide a date and time stamp. The fourth line, "***FROM CPIC - ARTICLE FILE**", identifies the record as a CPIC Article hit. The box section provides information on confirming the hit; send a directed message to the ORA, convert the seven character identifier to a nine digit ORI by attaching 00. The information following the box is the actual hit. Note that the inquiry identifiers are repeated (QUERY POSSIBLE HIT FOR...). The remainder of the information provides the serial number, type of article, brand, and the ORA information. The response is concluded with file and date and time.

a. CPIC Article Hit Response Interpretation

- 1) Article Hits from CPIC -- CPIC contains several types of hits in their stolen article file. Unlike CPIC Vehicle and Person records, Article records must be confirmed via directed message to the originating Canadian agency after it has been verified that the article inquired upon matches the article identified in the hit.

a) Types of Article hits

Stolen
Lost or Missing
Recovered, Found, or Seized
Pawned or Loaned*
Associated with other CPIC record**

* Pawned or loaned for CPIC purposes is defined as items of property accepted from individuals as collateral for loans and articles obtained by direct purchase where there is reason to believe they may have been stolen.

** There may be occasions when a CPIC article record is tied to another CPIC record(s), much like a "pointer" record. In these cases, the hit(s) will clearly illustrate the association with another record.

- b) Confirming CPIC Article hits -- There is no automatic confirmation by CPIC on Article hits. The agency receiving a hit must:

- (1) Verify that the Article in the hit response is the same as the article inquired upon,

III.C.10.a.1) Article Hits from CPIC (Continued)

- (2) Send a Hit Confirmation directed message (LFR.ADMHCREQ.) to the originating Canadian agency. A seven character agency identifier will be provided in the hit response. Place 00 at the back of the seven character identifier to form a complete ORI.

Sample seven character identifier: ON30570
ORI for Hit Confirmation message: ON3057000

- (3) Once it has been confirmed that the article in question is the correct article, and that the status in CPIC is current and correct, it can be impounded pending specific instructions from the agency that entered the record into CPIC. The recovering agency may also contact Washington INTERPOL for assistance regarding the disposition of the article.

D. SYSTEM STATUS MESSAGES -- These kinds of messages are received when you request a file search that cannot be handled or will be delayed. System status messages begin with index codes and are usually self-explanatory.

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STOLEN ARTICLES (20)

IV. "LOCATING" ARTICLE RECORDS

A. WHAT IS "LOCATING"? -- Locating a record means to add a notation or "flag" to a stolen article record that was entered into the file by another agency to indicate that your agency has recovered the article. LOCATING IS NOT A SUBSTITUTE FOR CONFIRMING THE RECORD'S STATUS with the ORA. A Locate flag indicates that the article has been recovered in case another agency hits the same record before it is cancelled by the ORA.

B. WHEN IS LOCATING REQUIRED?

Once it has been established that two specific conditions have been met, it is your agency's responsibility to immediately send a Locate message. The two conditions are:

- (1) It has been confirmed that the record you hit pertains to the article inquired on.
- (2) Your agency has actually recovered the article. The Locate message causes information to be added to the specific record identified in that message.

If these conditions are met for more than one record (you hit more than one record pertaining to the same article), a separate Locate message must be transmitted for each individual record.

C. EXCEPTIONS

1. Do not Locate a record that was entered by your own department. Instead, cancel it.
2. A single Locate message for a LEADS record will be automatically sent to NCIC to Locate the NCIC copy of the record.

IV. "LOCATING" ARTICLE RECORDS (Continued)

D. HOW TO SEND A LOCATE MESSAGE

1. Record in LEADS -- The following procedure is appropriate for any Single Serialized or Unserialized Article record in LEADS. The NCIC 'copy' of a record entered into both LEADS and NCIC by the same Illinois ORA will automatically be Located by the message for the LEADS copy of the record. Consecutively Serialized Article records entered by Illinois terminals cannot be Located by other Illinois terminals.

- a. The Elements of a Locate Message Are:

Message Key (MKE);
LEADS Record Index Number (LDS) of record to be Located;
SER or OAN (or UAC for Unserialized Articles) from record to be Located;
Locate Field Code (LOC) and your terminal's CDC

- b. The LEADS Locate Message Key is identical to the modify message key.

LMA.

- c. Sample LEADS Locate Message -- Single Serialized Stolen Article

The following example shows how the Stolen Article record in the example on page ART-19 would be Located by someone using terminal KZY:

(1)	(2)	(3)	(4)
LMA.LDS/A9503555.SER/BY632737.LOC/KZY.			

Field (1) is the message key.

Field (2) is the LEADS Record Number from Line (1) of the hit message on page ART-19 (Same as OCA Field, Line (4) of the NCIC hit on page ART-21).

Field (3) is the SER as shown. The OAN in this record could have been used. (In an Unserialized Article record, the UAC would be used here as the second identifier.)

Field (4) is the CDC (KZY in the example) of the recovering agency's terminal.

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STOLEN ARTICLES (20)

IV.D.1. Record in LEADS (Continued)

- d. LEADS Modify Format to Locate -- You can also use the following modify format to Locate a record in LEADS:

LFR.FMOD.

- e. LEADS Locate Acknowledgment Message -- If you correctly format the Locate message, the computer will acknowledge that the record in LEADS (and NCIC) has been Located by sending the following message:

(1) (2)
KZYMODYFY LDS/A95Ø3555.

Field (1) The CDC of the terminal that sent the Locate message.

Field (2) LEADS Record Index Number of the record you Located, even though the message says "MODIFY".

- f. LEADS Automatic Locate Notification -- If a record that you have entered is Located by another Illinois agency, you will receive the following coded message from LEADS:

(1) CHF Ø12796 152Ø

(2) CHF24 LDS/A95Ø2298 LOCATED -- 152Ø Ø12796 BY KYA

Line (1) Identifies this message as coming from LEADS and indicates the time and date it was received.

Line (2) Shows the coded message (CHF24), the LEADS number of the record that was LOCATED, the time and date that this occurred, and the CDC 'KYA' of terminal which Located your record.

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STOLEN ARTICLES (20)

IV.D. HOW TO SEND A LOCATE MESSAGE (Continued)

2. Record in NCIC Only -- This procedure is followed when you have recovered an article entered into NCIC by a non-Illinois agency. In that case, the record will not be in LEADS. DO NOT use this procedure when the NCIC record is only a copy of a record in LEADS and both were entered by the same Illinois agency.

a. NCIC Locate Message Elements - Single Serialized Article Record

Message Key.

NCIC Record Number (NIC).

Originating Authority's Case Number (OCA) from the record being Located.

Date of Recovery in Month, Day, Year format (MMDDYY).

Recovering Agency's Case Number (Optional).

(1) The NCIC Locate Message Key Is:

LLA.

Failure to use this message key for an article record being Located will result in the following reject message:

```
1LØ1 NCIC RESPONSE
ILØRIØØØØ (Your ORI)
REJ MKE ERR
```

(2) Sample NCIC-Only Locate Messages -- Stolen Article

(1)	(2)	(3)	(4)	(5)
LLA.	NIC/A6823356Ø3.	OCA/95-Ø167.12Ø895.	225.	

Field (1) NCIC Locate Message Key.

Field (2) NCIC Record Index Number of record to be Located.

Field (3) Originating Authority's Case Number taken from the NCIC record.

Field (4) Date of recovery (12Ø895); must be six digits in length. Note that there is no field code preceding the date.

Field (5) Optional case number of the recovering agency; can be from 1 to 9 positions long. Note that there is no field code preceding your case number.

(3) Successful NCIC Locate Acknowledgment Message:

```
1LØ1 NCIC RESPONSE
ILØRIØØØØ (Your ORI)
LOCATED NIC/A6823356Ø3
```

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STOLEN ARTICLES (20)

IV.D.2. Record in NCIC Only (Continued)

b. NCIC Locate Message Elements - Consecutively Serialized Article Record

Message Key.

NCIC Record Number (NIC).

Consecutive Serial Numbers from the record being Located.

Date of Recovery in Month, Day, Year format (MMDDYY).

Recovering Agency's Case Number (Optional).

(1) The NCIC Locate Message Key Is:

LLAA.

Failure to use this message key for a Consecutively Serialized Article record being Located will result in a reject message.

(2) Sample NCIC-Only Locate Messages -- Stolen Consecutively Serialized Articles

(1)	(2)	(3)	(4)	(5)
LLAA.	NIC/A672477883.	SER/7750-7760.	020295.	227.

Field (1) NCIC Locate Message Key.

Field (2) NCIC Record Index Number of record to be Located.

Field (3) Consecutive Serial Numbers from record to be Located. One or more articles may be Located with one Locate message.

Field (4) Date of recovery (020295); must be six digits in length. There is no field code preceding the date.

Field (5) Optional case number of the recovering agency; can be from 1 to 9 positions long. There is no field code preceding your case number.

(3) Successful NCIC Locate Acknowledgment Message:

1L01 NCIC RESPONSE
1L0RI0000 (Your ORI)
LOCATED NIC/A672477883

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STOLEN ARTICLES (20)

IV. "LOCATING" ARTICLE RECORDS (Continued)

E. NCIC AUTOMATIC LOCATE NOTIFICATION

1. What Is Locate Notification? -- When any department in the nation successfully sends a Locate message against an NCIC article record, the originating terminal of the Located record is automatically sent a Locate Notification Message. The Notification Message is immediately followed by a second message which includes a portion of the Located record. These two messages are sometimes referred to as "dollar sign L" messages.
2. Sample NCIC Locate Notification Messages --The sample messages below illustrate what would be received at the entering terminal if the Bureau of Criminal Apprehension in St. Paul, Minnesota, Located the stolen article record shown in the example on page ART-19. (This corresponds to the LEADS record shown in the example on page ART-21, but the Minnesota terminal would not see the LEADS file version.)

Part 1 0) FROM NCIC
 1) \$.L.IL04923L2
 2) LOCATE NOTIFICATION AT 1122 EST 020196.
 3) 1L019 BCA00400256.LA.MNBCA00I1.NIC/A682335603.OCA/A9503555.020196.
 4) A967766
 5) LOCATING ORI IS MINN BUR CRIM APP ST PAUL MN

Part 2 6) FROM NCIC
 7) \$.L.IL04923L2
 8) MKE/LOCATED ARTICLE
 9) ORI/IL04923L2 TYP/BBICYCL SER/ BY632737 BRA/MOTOCR
 10) MOD/M00562012 OAN/ IL049711 DOT/090595 OCA/A9503555
 11) 020196 MNBCA00I1 A967766
 12) NIC/A682335603

Part 3 13) CHF 020196 1023
 14) CHF24 LDS/A9503555 LOCATED--1023 020196 BY MNBCA00I1

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IV.E.2. Sample NCIC Locate Notification Messages (Continued)

Explanation of NCIC Locate Notification Message

Message Part 1 -- NCIC Summary of the Locate Transaction

- Line 0 identifies the source of the message and is the first line of the 2-line block header.
- Line 1 identifies this as a "dollar sign L" or Locate Notification message. The number 'IL04923L2' is the ORI of the agency that received this message.
- Line 2 describes message type and when, in Eastern Standard Time, the Locate was processed by NCIC.
- Line 3 '1L019' identifies NCIC as the source of the message. 'BCA00400256' is data that is put into the NCIC header programmatically and used for control purposes.
- 'LA' means "Located Stolen Article Record".
 - 'MNBCA00I1' is the ORI of the agency that recovered the article and sent the Locate message to NCIC.
 - NIC and OCA are two identifiers from the original record used in the Locate message; SER or OAN and OCA could have been used.
 - '020196' is the date that the record was Located.
- Line 4 is the recovering agency's case number.
- Line 5 translates the ORI given in Line 3 and ends Part 1 of the three-part message.

Message Part 2 -- Complete Copy of Located NCIC Record

- Lines 6 and 7 repeat the standard block header.
- Lines 8-12 present the complete NCIC record as it would appear in a hit message after the record is Located. In Line 8 "STOLEN ARTICLE" is changed to "LOCATED ARTICLE". Also, in Line 11, the MIS Field is replaced with the date the record was Located, the Locating ORI, and the Locating agency's case number. Line 12 is the record's NIC number.

Message Part 3 -- LEADS Summary of the Locate Transaction

- Line 13 is the standard header of all messages that originate from the LEADS Hot Files.
- Line 14 is a coded (CHF24) message that gives a summary of the Locate. The time is Central Standard Time as provided by the LEADS computer.

IV. "LOCATING" ARTICLE RECORDS (Continued)

F. WHEN YOUR RECORD IS LOCATED

1. Normal Circumstances -- When an article is recovered and the LEADS/NCIC records have been Located, the records have served their intended purpose -- to aid in recovery. Therefore, when a Locate Notification message is received on one of your department's records, you should immediately cancel the record. Failure to cancel a Located record will result in the record being automatically purged 10 days after the date it was Located.
2. Consecutively Serialized Article Records -- Although Illinois terminals cannot Locate Illinois Consecutively Serialized Article records, out-of-state terminals can Locate such Illinois records that are in NCIC. This does not mean that the record has been Located in the LEADS file -- just the NCIC file. If part or all of an Illinois Consecutively Serialized Article record that is also in NCIC is Located by an out-of-state agency, then the Illinois agency should cancel, or cancel and re-enter the record, whichever is appropriate.
3. Locate Notification Without Confirmation -- If you receive a Locate Notification message without having been contacted by the Locating agency regarding the status of your case, you should contact the Locating agency to confirm that they have actually recovered the article described in the Located record.
4. Cannot Modify -- After a record has been Located, the entering agency cannot Modify the record in any manner. To do so will produce a coded reject message.
5. Incorrect Locate -- If a record has been Located by mistake, there is no way to remove the Locate "flag". The only alternative is to void the Located record and enter a new record.

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V. ENTERING ARTICLE RECORDS

If the minimum required identifiers are available, then Stolen Article reports must be entered by all law enforcement agencies with terminal access to the LEADS Hot Files. See Chapter 30, LEADS Regulations and Policies.

A. REQUIREMENTS FOR LEADS ENTRY

1. Theft Report -- In order to enter an article as stolen, your department or the department for which you provide LEADS services must have a theft report in an active case file.
2. Minimum Identifiers -- The minimum amount of data required to enter articles in LEADS varies according to whether you are entering Serialized, Consecutively Serialized, or Unserialized Articles. The following chart shows the three kinds of article records and the minimum identifiers needed to enter them.

MINIMUM IDENTIFIERS REQUIRED FOR ENTRY	SINGLE SERIALIZED	CONSECUTIVELY SERIALIZED**	UNSERIALIZED
MKE - Message Key	X	X	X
DOT - Date of Theft	X	X	X
BRA - Brand	X	X	X
TYP - Type	X	X	X
SER - Serial Number	X*	X	
OAN - Owner-Applied Number	X*		
UAC - Unser. Art. Class. Code***			X
MIS - Miscellaneous			X
ORA - Originating Authority Name	X	X	X
ENT - Entering Terminal's CDC	X	X	X
OPR - Entering Operator's Initials	X	X	X

You cannot enter a record without the minimum data, but the best policy is to enter as many identifiers as you have available.

* Either an SER or an OAN or both are required to enter a Single Serialized Article, but the two numbers cannot be the same.

** The differences between a consecutively serialized group of stolen articles entry and a single stolen article entry are the message key (EAA), the insertion of the consecutive serial numbers in the SER Field, and the mandatory blank OAN Field. See page ART-46 for example.

*** The UAC code is inserted in the SER Field of an Unserialized Article record.

NOTE: When entering an IBM typewriter, the MOD Field must contain data.

3. Duplicates -- It is possible to enter the same article twice, one entered either by your department or another one. You will, however, receive a warning message that the record you have entered appears to be a duplicate. See page ART-44.

V. ENTERING ARTICLE RECORDS (Continued)

B. REQUIREMENTS FOR NCIC ENTRY

Only Single and Consecutively Serialized Stolen Article records may be entered into NCIC. The minimum required identifiers are the same as those required to enter those same records into LEADS.

C. GENERAL ENTRY PROCEDURES

After receiving a theft report or some form of documentation, you should review the following steps in completing the entry.

1. Review Requirements for Entry -- Review the requirements in paragraphs V.A, B, and C to be sure the article(s) you have been asked to enter meets all of the requirements for entry.
2. Study Sample Enter -- Sample Enter Messages are in Section VI.
3. Obtain Necessary Codes -- Codes are listed in Section VII. It may be helpful to look them up and write them on the document you will be keying from.
4. Choose Free-Form or Format -- The sequence of fields for free-form entry is given in paragraph F which follows, or you may use the Article Enter Format. Obtain the format by keying LFR.FEA.
5. Key the Data -- Key the data. Double check your keying. Then transmit the message to the computer.
6. Check Acknowledgment Message -- After the computer has accepted your entry and placed it on file, it will return a copy of the record to your terminal. See paragraph E. which follows. You should compare the data in this message with the document you entered the record from to be sure that no errors have been made. Any errors should immediately be corrected by modification. See Section VIII.
7. Second Party Quality Check -- NCIC requires that each entry be checked by a person other than the one making the entry. This ensures record accuracy and system integrity. It is highly recommended that the second party initial the record to indicate a quality check has occurred.
8. Retain Acknowledgment Message -- The Enter Acknowledgment Message must be retained in the entering agency's Active Messages File. See Chapter 30, LEADS Regulations and Policies.
9. Inquiry to Check Message in NCIC -- You may do an inquiry on a record you have just entered to verify the information sent to NCIC and to check the NCIC number.

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V. ENTERING ARTICLE RECORDS (Continued)

D. FREE-FORM ENTRY

A free-form message must follow the proper sequence. All data fields end with a period, whether data is entered in them or not. Every free-form article enter message must be formatted in a minimum of 6 lines and have exactly 13 periods. The data in one field may not begin on one line and end on the next, except for the MIS Field.

1. Free-Form Sequence

```
Line (1)  MKE.TMP.  
Line (2)  DOT.MOD.OAN.BRA.TYP.SER.  
Line (3)  MIS.  
Line (4)  OCA.  
Line (5)  ORA.  
Line (6)  ENT.OPR.
```

To enter an Unserialized Article, the OAN Field would be replaced by a period and the UAC code would be placed in the SER Field.

To enter Consecutively Serialized Articles, the OAN and MIS Fields would be replaced by periods and the SER Field would show two serial numbers separated by a hyphen.

2. Sample Free-Form Enter Message

Using a free-form message, enter into the LEADS and NCIC Stolen Article Files, a 5Ø millimeter camera lens that was reported stolen November 16, 1995, to the Mount Prospect Police Department. The brand is a Canon with serial number 18475H and model number F14. Assume that you are entering as operator BL, from terminal AMP, under case number 95-Ø96.

```
Line (1)  LEA..  
Line (2)  111695.F14.IL111447.CANON.CLENS.18475H.  
Line (3)  5ØMM LENS.  
Line (4)  95-Ø96.  
Line (5)  PD MOUNT PROSPECT IL.  
Line (6)  AMP.BL.
```


V. ENTERING ARTICLE RECORDS (Continued)

E. ENTER ACKNOWLEDGMENT MESSAGE

If the LEADS computer accepts your enter message, it will return a copy to your terminal with your CDC and the LEADS record number (LDS) added to the first line and the time and date of entry added to the last line. This is called an Enter Acknowledgment Message. The acknowledgment for the message on page ART-42 would be:

```
Line (0)   CHF  111695  1005

Line (1)   AMP A9538074 LEA..
Line (2)   111695.F14.IL111447.CANON.CLENS.18475H.
Line (3)   50MM LENS.
Line (4)   95-096.
Line (5)   PD MOUNT PROSPECT.
Line (6)   AMP.BL.1005.111695.
```

Lines (1) through (6) correspond to your original enter message. Line (1) includes your CDC and the LEADS Record Index Number (A9538074) assigned by the LEADS computer. Line (6) ends with the time and date (1005.111695.) that the LEADS computer accepted the record.

F. REJECTS

Any message that you might receive in response to your enter message other than an Enter Acknowledgment is a reject message. Most reject messages mention a particular field. If the error is not obvious, turn to the Field Description pages for the field mentioned and try to find the error. Also, check the fields that precede and follow the mentioned field.

G. ADDITIONAL ENTER INFORMATION

1. Before entering a serialized article, you should determine that the serial number is in fact a true (or unique) serial number and not a model number, a manufacturer's identification number, or a stock control number, etc. If you enter a record and later discover that what you thought was a serial number is in fact not one, then you should void the record or modify the serial number to the correct one.
2. When entering a stolen serialized article, DO NOT use an Unserialized Article Classification (UAC) Code as either a serial number or a type code.
3. If two or more identical articles are reported stolen with serial numbers that are sequential, enter one message using the format for consecutively serialized articles. The LEADS computer automatically generates a group record with one LEADS number for the group record.

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V. ENTERING ARTICLE RECORDS (Continued)

H. DUPLICATE ENTER ATTEMPTS -- If you enter a serialized article record with either an SER or OAN, TYP, and BRA that matches an existing record with those same identifiers, your record will be accepted, but you will be sent a warning message. This occurs even if an SER matches an OAN. If you enter an unserialized article record with a UAC and TYP that matches an existing record with those same identifiers, your record will be accepted, but you will be sent a warning message. It makes no difference whether your agency or another one enters the first record; upon receiving the second one, the following message will be sent to the entering terminal:

(1) (2)

CDC APPARENT DUP ENTRY MAKE Z INQ VOID DUP A9538074

Field (1) is your CDC.

Field (2) is the message that the record you have just entered is an apparent duplicate. You should inquire on the original record (LEADS Number(s) is provided) to determine if you have entered a duplicate, and if so, void it.

NCIC provides no advisory message if you duplicate an out-of-state agency's record.

J. CONTACT NOTIFICATION REQUEST (NOAH)

If the ORI wishes to be notified each time its record is "hit", the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field.

K. TRAINING ENTER MESSAGE

A special message key is provided when you wish to practice entry of stolen article records: LTAE. The rest of the enter message format is exactly the same for training as it is for an actual enter.

When the computer receives a message beginning with LTAE, it analyzes (edits) the entire message the same as it would for any other enter. If it finds an error, it will send you the appropriate error message. If your training message is correct, no record is placed in the file, but you will receive the following message:

cdcTRAINING MSG FORMAT EDIT OK.

The training edit routine does not check for duplicates already on file. It merely determines that the message is formatted correctly and that the data meets all of the edit requirements.

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STOLEN ARTICLES (20)

VI. SAMPLE ENTER MESSAGES

This section contains 4 sets of sample enter problems and formatted enter messages.

A. ENTER PROBLEM 1 - Serialized Stolen Article

A theft report on a television was received at 7 PM on December 16, 1995, at PD Oak Lawn by dispatcher BF. The television was described as a Curtis Mathes, model R355 with a 25-inch screen in a dark woodgrain casing. The serial number was 87J65734T. The television, along with its remote control, was taken in a home burglary sometime between 7 AM and 7 PM on the day of the reported theft. The case was assigned number 95-211; the record was entered from terminal ACB.

Sample Formatted Enter (Call Format with LFR.FEA.):

L EA__ TMP STOLEN OAK LAWN BETWEEN 7 AM AND 7 PM 12/16/95
DOT 121695 MOD R355 OAN _____ BRA C MATH
TYP RTELEVI SER 87J65734T
MIS 25 IN REMOTE CONTROL LDS/A9593456 NIC/A623453456
TEMP MIS DK WOODGRAIN
OCA 95-211 ORA PD OAK LAWN IL ENT ACB OPR BF

COMMENTS:

The remote control should be entered separately in the Article File as a Channel Selector. Both records should refer to the other's LEADS and NIC numbers.

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STOLEN ARTICLES (20)

VI. SAMPLE ENTER MESSAGES (Continued)

B. ENTER PROBLEM 2 - Consecutively Serialized Stolen Article

A theft report on license plate stickers was received at PD Creve Coeur by dispatcher DC on March 10, 1995. The stickers were consecutively numbered beginning with B1236675 and ending with B1236774 and were discovered missing from the First National Bank of Creve Coeur on the morning of March 10. All the stickers had an expiration date of 'April 96'. The case was assigned number 95012; the record was entered from terminal ALH.

Sample Formatted Enter (Call Format with LFR.FEA.):

```
L EAA TMP STOLEN 1ST NAT BANK CREVE COEUR AM 031095
DOT 031095 MOD APR 96 OAN BRA IL
TYP ILICTAB SER B1236675-B1236724
MIS
TEMP MIS
OCA 95012 ORA PD CREVE COEUR ENT ALH OPR DC
```

COMMENTS:

A maximum of 50 consecutively serialized articles can be entered in one record; therefore, another record must be entered to include the remaining stickers. Because both the MIS and TEMP MIS Fields must be left blank, an Add-On record should then be attached to each of these records indicating the LEADS/NCIC numbers of each record and identifying these articles as 'LIC RENEWAL STICKERS'. To enter an Add-On record, use only the beginning serial number of the series as the second identifier.

The inquiry response for this record is shown on page ART-24.

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STOLEN ARTICLES (20)

VI. SAMPLE ENTER MESSAGES (Continued)

C. ENTER PROBLEM 3 - Unserialized Stolen Article

A theft report on a ring was received at ISP Collinsville on January 15, 1995. The ring was described as a lady's size 5 gold wedding band with a value of \$250. The ring, which has no other identifying marks, was taken in a home burglary the day before the theft report. This report was assigned number 95-1540; the record was entered by JM from terminal PPJ.

Sample Formatted Enter (Call Format with LFR.FEA.):

L EA1 TMP _____
DOT 011495 MOD LADYS _____ OAN _____ BRA NO BRA
TYP URING SER JEWL _____
MIS H-1-RING\$250 _____
TEMP MIS _____
OCA 95-1540 _____ ORA ISP COLLINSVILLE IL _____ ENT PPJ OPR JM

COMMENTS:

The MIS Field of an Unserialized Stolen Article record can have no other data than what is required and in the order shown. (See page ART-79 for explanation.) The TEMP MIS Field must also be left blank. If you wish to include more descriptive data about the article, you can enter an Add-On record using the UAC code 'JEWL' as the second identifier.

This record will be purged after 60 days from entry.

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STOLEN ARTICLES (20)

VI. SAMPLE ENTER MESSAGES (Continued)

D. ENTER PROBLEM 4 - Stolen Article with Owner-Applied Number

A theft report was received at 1631 on April 3, 1995. The following items were reported stolen from a boat in the dock at Lake Sara: a boat engine with the serial number '734566J2'; a man's wallet containing a driver's license, various forms of identification, and numerous credit cards; a chainsaw inscribed with an owner-applied number 'IL0480085'. The chainsaw was a 'Homelite', model 'XL12' and was contained in a black case.

This report was assigned number 7732; the record was entered by GW from terminal TPF.

Sample Formatted Enter (Call Format with LFR.FEA.):

```
L EA__ TMP _____  
DOT 040395 MOD XL12_____ OAN IL0480085_____ BRA HOMELI  
TYP ECHAINS SER _____  
MIS BLACK CASE ENG-LDS/V9528089 NIC/V157666002_____  
TEMP MIS _____  
OCA 7732_____ ORA ISP EFFINGHAM IL_____ ENT TPF OPR GW
```

COMMENTS:

The chainsaw with its owner-applied number, and driver's license can be entered into the LEADS and NCIC Stolen Article Files (using separate entries). The engine should be entered as a vehicle part with its associated case numbers shown in the MIS Field. The wallet can be entered as an unserialized article. The identification (other than the driver's license), and credit cards should be reported to the proper authorities or issuing companies and may be entered as DOCUMENTS in the LEADS Unserialized Article File. Add-on records should be attached to all of these records to provide more information and to cross-reference the LDS and NIC numbers.

VII. FIELD DESCRIPTIONS AND CODES

A. FIELD DETAILS

The following pages provide a detailed description and specifications for each of the 19 data fields found in LEADS Article File records and messages. Each field is described in a standard format on the following pages. Once you become familiar with the format, you should be able to quickly locate specific information about any field.

B. SUMMARY/INDEX

On the opposite side of this card is a summary and index for all Article File data fields. The columns of the summary/index are identified by letters which correspond to the paragraph labels on the detail pages. You may find that the summary will answer your questions and you will not need to refer to the detail pages.

C. CODES

The codes used in a particular field are included in a table immediately following the corresponding Field Description. Refer to column Y for code table page numbers.

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A R T I C L E F I L E D A T A F I E L D S U M M A R Y / I N D E X

A.	B.	X.	Y.	C.	D.	E.	G.1	G.2	G.3	H.
	ART- PAGE #	ART- PAGE #	ART- PAGE #	NO. OF POSIT- TIONS	CHAR- ACTER TYPES	USED WITH INQ.?	WHEN MODIFYING, YOU MAY			
FIELD NAME	CODE	DETAILS	CODES	(LENGTH)	(1)		ADD	CHANGE	DELETE	ENTER?
Message Key/Record Label	MKE	51	52	3-5	C	Yes	N/A	Yes (2)	No	Yes
Temporary Info. for Enter	TMP	53		to 50	L,N,P	N/A	N/A	N/A	N/A	No
Date of Theft	DOT	54		6	N	No	N/A	Yes	No	Yes
Model	MOD	55		to 9	L,N	No	Yes	Yes	Yes	No (3)
Owner-Applied Number	OAN	56		to 20	L,N	Yes	(4)	(4)	(4)	(4)
Brand	BRA	57	59	2-6	L,N,P (5)	No	N/A	Yes	No	Yes
Type	TYP	60	62	4-7	C (6)	Yes	N/A	Yes	No	Yes
Serial Number	SER	74		to 41	L,N	Yes	(4)	Yes	(4)	(4)
Unserialized Art. Class. Code	UAC	76	77	4	C	Yes	N/A	Yes	No	Yes
Miscellaneous (Permanent)	MIS	79		50 (7)	L,N,P,C	No	Yes (7)	Yes	(7)	(7)
Miscellaneous (Temporary)	T	81		21	L,N,P	No	N/A	N/A	N/A	No (8)
Originating Authority's Case #	OCA	82		to 9	L,N,P	No	Yes	Yes	Yes	No
Orig. Authority's Agency Name	ORA	83		8-25	L,N,P	No	N/A	Yes	No	Yes
Entering Terminal CDC	ENT	84		3	C	No	N/A	No	No	Yes
Ent. Term. Oper. Initials/ID	OPR	85		2	L,N	No	N/A	No	No	Yes
Time of Entry	TME	86		4	N	No	N/A	No	No	N/A
Date of Entry	DTE	87		6	N	No	N/A	No	No	N/A
NCIC Record Index Number	NIC	88		10	C,N	Yes	N/A	No	No	N/A
LEADS Record Index Number	LDS	89		8	C,N	Yes	N/A	No	No	N/A

- (1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.
P = Certain punctuation marks and special characters.
- (2) MKE can be modified in Single and Unserialized Article records, but not in Consecutively Serialized Articles record.
- (3) MOD is required for entry of IBM typewriter.
- (4) Either OAN or SER must be in a Single Serialized Article record. OAN is not allowed in Consecutively Serialized or Unserialized Article records. SER is not allowed in Unserialized Article records - it is replaced by an Unserialized Article Classification (UAC) code.
- (5) There is a Brand Name Field Codes Table, but it does not include all brands.
- (6) Use Category Codes Table and Article Name Dictionary.
- (7) MIS (P) is optional for Single Serialized Article records, omitted for Consecutively Serialized Article records, and required for Unserialized Article records. Only specific data and codes are allowed in MIS Field of Unserialized Article records.
- (8) MIS (T) data is not allowed in Consecutively Serialized and Unserialized Article records.

Only Single Serialized and Consecutively Serialized Articles may be entered into NCIC; Unserialized Article records may be entered into LEADS only.

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STOLEN ARTICLES (20)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Message Key/Record Label
- B. FIELD CODE: MKE
- C. FIELD LENGTH: 3-5 positions free-form. 2-4 with the LFR.FEA. format.
- D. CHARACTER TYPE(S) ALLOWED: Specific letters, numbers, and the hyphen.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:

ADDED? N/A

CHANGED? Yes*

DELETED? N/A

* The Message Key of Single and Unserialized Article records may be changed, but the MKE of a Consecutively Serialized Articles record cannot be changed.

- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: The message key tells the computer what kind of message you have sent it and which file(s), LEADS only or LEADS and NCIC, are involved. See Article File Message Key Table on page ART-52.

When entering a Single Serialized or Unserialized Article record, you may add the caution indicator suffix (-P) to the message key to denote that the stolen article(s) should be held for fingerprinting upon recovery. The suffix causes a special warning to appear in the first line of a hit message when the record is inquired upon and alerts the inquiring operator and officer.

MESSAGE KEY/RECORD LABEL (MKE) (Continued)

K. ALLOWABLE DATA AND EDITS:

Allowable Data -- The message key for an Article File message must be taken from the following table:

ARTICLE FILE MESSAGE KEY TABLE

MESSAGE TYPE	TO CALL CRT SCREEN FORMAT*	STOLEN ARTICLE BASIC MESSAGE KEYS*
<u>INQUIRY</u>		
LEADS & NCIC	LFR.FINQ.	LZA
LEADS Only	LFR.FINQ.	LZA1
<u>ENTERS</u>		
LEADS & NCIC	LFR.FEA.	LEA
LEADS & NCIC (Consecutively Serialized Articles)	LFR.FEA.	LEAA
LEADS Only	LFR.FEA.	LEA1
LEADS Only - Hold For Prints	LFR.FEA.	LEA1P
LEADS Only (Consecutively Serialized Articles)	LFR.FEA.	LEAA1
LEADS & NCIC - Hold For Prints	LFR.FEA.	LEA-P
Training Only	LFR.FEA.	LTAE
<u>CANCEL</u>		
(Consecutively Serialized Articles)	LFR.FCANC.	LCA
<u>TRAINING CANCEL</u>		
	LFR.FCANC.	LCAA
	LFR.FCANC.	LTAC
<u>VOID</u>		
(Consecutively Serialized Articles)	LFR.FVOID.	LXA
	LFR.FVOID.	LXAA
<u>MODIFY</u>		
(Consecutively Serialized Articles)	LFR.FMOD.	LMA
<u>TRAINING MODIFY</u>		
	LFR.FMOD.	LMAA
	LFR.FMOD.	LTAM
<u>LOCATES</u>		
LEADS	LFR.FMOD.	LMA
NCIC (no LEADS)	(none)	LLA
NCIC Only (Consecutively Serialized Articles)	(none)	LLAA

* WHEN USING SCREEN FORMATS -- The upgrade CRT screen formats generally provide the first one or two characters of the message key. When using a key from the table above, do not repeat the characters which have been provided in the format. For example, the message key listed above for voiding a stolen article is LXA. The LFR.FVOID. format provides the LX. Therefore, you should only type in the A to complete the message key.

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STOLEN ARTICLES (20)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Temporary Information for Enter Message
- B. FIELD CODE: TMP
- C. FIELD LENGTH: Up to 50 positions.
- D. CHARACTER TYPE(S) ALLOWED: All types. Only the period (.) is NOT permitted.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:

ADDED? N/A

CHANGED? N/A

DELETED? N/A

The data placed in this field is not stored in the computer file. Therefore, it cannot be modified.

- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To include, at the time of record entry, information of immediate but temporary value that will appear in the Enter Acknowledgment Message only. The contents of this field are NOT entered into the Article File and are NOT forwarded to NCIC.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Any free-text notes or statements.

Edits -- None.

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STOLEN ARTICLES (20)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Date of Theft
- B. FIELD CODE: DOT
- C. FIELD LENGTH: Always 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numbers only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required in all cases.
- J. PURPOSE AND USAGE: Denotes the date the article was stolen, regardless of when the record is entered into the computer file.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Any date in Month/Day/Year format. April 28, 1995, would be coded 042895.
- Edits -- Date must be 6 numerics; be valid in terms of the month, day and year combination being a possible date, and cannot be more recent in time than the date of entry into the computer. For example, if the record is being entered on 042895, the DOT cannot be 042995.

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STOLEN ARTICLES (20)

FIELD DESCRIPTION

- A. FIELD NAME: Model
- B. FIELD CODE: MOD
- C. FIELD LENGTH: Up to 9 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and/or Numeric only. See K. below.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|----------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes* |
|-------------------|---------------------|----------------------|
- H. ON ENTRY, DATA IS: Optional.*
- J. PURPOSE AND USAGE: To identify the specific model name and/or number assigned by the manufacturer.
- K. ALLOWABLE DATA AND EDITS:

Use the following guidelines when entering data in this field:

1. If the model number exceeds nine characters, use only the last nine characters with the complete model number shown in the Miscellaneous Field. (Single Article records only.) For example, model number 123ABC456XYZ would be entered in the Model Field as ABC456XYZ. The complete model number (123ABC456XYZ) must be entered in the Miscellaneous Field.
2. If the model name is a single word, use only the first nine letters. For example, Potscrubber dishwasher, manufactured by General Electric, code as POTSCRUBB.
3. If the model name is two words, use the first letter of the first word, space, and first seven letters of the second word. For example, Merry Widow would be entered M WIDOW.

* Model Field data is required only when entering an IBM typewriter.

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STOLEN ARTICLES (20)

FIELD DESCRIPTION

- A. FIELD NAME: Owner-Applied Number
- B. FIELD CODE: OAN
- C. FIELD LENGTH: Up to 20 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and/or numeric only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes. May be used instead of SER in Single Serialized Article record.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes, may be used as second identifier in Single Serialized Article record.
- G. WHEN MODIFYING, DATA CAN BE:

ADDED? Yes*

CHANGED? Yes*

DELETED? Yes**

* OAN may be added or changed in modification of Single Serialized Article record. It is not allowed in Consecutively Serialized or Unserialized Article records.

** OAN may be deleted if SER is present in the record.

- H. ON ENTRY, DATA IS: Optional if SER has been entered in Single Serialized Article record. Not allowed in Consecutively Serialized or Unserialized Article records.
- J. PURPOSE AND USAGE: An OAN is an identifying number etched into an article by the owner. An article with an OAN qualifies the article as a Serialized Article. An OAN may have been assigned in connection with a theft prevention program such as Operation Identification or Stop Thief. OAN's may also be part of a registry system such as SOS. See I.D.
- K. ALLOWABLE DATA AND EDITS:

If the OAN number is not visible on the article, then it should not be entered as an identifier in a Stolen Article record. Either an SER or OAN must be present in a Single Serialized Article record. An OAN cannot be present in a Consecutively Serialized Articles record nor an Unserialized Article record.

Do not enter spaces, hyphens, or other symbols.

The OAN cannot be identical to the SER.

When entering free-form, the OAN must follow the MOD Field; if the OAN is omitted, a period must be used in its place.

The OAN must contain at least one numeric.

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STOLEN ARTICLES (20)

FIELD DESCRIPTION

- A. FIELD NAME: Brand
- B. FIELD CODE: BRA
- C. FIELD LENGTH: 2 to 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Codes from the Brand Name Field Codes Table. See K. below.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No. Cannot be used in inquiry.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required. See K. below.
- J. PURPOSE AND USAGE: To identify the manufacturer. When entering a record, BRA is one of the fields used to determine if a duplicate already exists in the LEADS File.
- K. ALLOWABLE DATA AND EDITS:
1. If a brand name appears in the Brand Name Field Codes Table, use the given code on page ART-59.
 2. If a brand name is not listed in the Brand Name Field Codes Table, use the following guidelines:
 - a. If the brand name is a single word, use the first six letters of the name. For example, the brand name Wurlitzer must be coded WURLIT.
 - b. If the brand name is two words, use the first letter of the first word, space, and the first four letters of the second word. For example, the brand name Harmon Kardon must be coded H KARD.
 - c. If the brand name is three words, use the first letter of the first word, space, first letter of the second word, space, and the first two letters of the last word. For example, the brand National Cash Register must be coded N C RE.
 - d. If the brand name is an initial and one word, use the initial, space, and the first four letters of the word. For example, the brand name A. Johnson must be coded A JOHN.

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STOLEN ARTICLES (20)

BRAND (BRA) (Continued)

- e. If the brand name has two initials and one word, use the first initial, space, second initial, space, and the first two letters of the word. For example, the brand name A. B. Dick must be coded A B DI.
- f. Brand names consisting of initials are to be entered omitting spaces and periods. For example, the brand name C. E. I. must be coded CEI.
- g. Omit the words 'and, Company, Corporation, Incorporated, Limited'; they are not considered part of the actual brand name.
- h. Use alpha characters only. Except for '3M and K-2', numerics are not allowed.

The Brand Name Field in an entry for stolen livestock must contain the breed of the animal. Use the instructions above for coding. For example, Hereford must be coded HEREFO and Tennessee Walker must be coded T WALK.

The Brand Name Field in an entry for a state auto inspection sticker or a license plate renewal tab should contain the appropriate two-character code for the state issuing the sticker or tab.

- 3. When stolen property does not have a brand name, or if the brand name is unknown, the code "NO BRA" must be entered in the BRA Field. A complete description of the stolen article should be placed in the MIS Field when this code is used.

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STOLEN ARTICLES (20)

BRAND NAME FIELD CODES TABLE

<u>Code</u>	<u>Brand Name</u>
AMF	AMF
AIRLIN	Airline (Manufactured for Montgomery Ward)
A CHAL	Allis Chalmers
BSR	BSR
B LOMB	Bausch and Lomb
B DECK	Black and Decker
BRADFO	Bradford (Manufactured for W. T. Grant)
C MAST	Channel Master
C MATH	Curtis Mathes
DICTAP	Dictaphone
ELECTR	Electroponic
ELGIN	Elgin (Lord or Lady)
SEARS	Free Spirit (Model of Sears bicycle)
GAF	GAF
GARRAR	Garrard
G ELEC	General Electric
H PACK	Hewlett-Packard
IBM	IBM (International Business Machines)
J C PE	J. C. Penney
J DEER	John Deere
J MESS	Johnson Messenger
K-2	K-2
L C SM	L. C. Smith
L J ST	Lear Jet Stereo, Inc.
LINCOL	Lincoln
MAGNAV	Magnavox
MCCULL	McCulloch
MIDLAN	Midland
M FALL	Millers Falls
M WARD	Montgomery Ward and Co.
MOTORO	Motorola
NCR	NCR (National Cash Register Co.)
P BELL	Packard Bell
PANASO	Panasonic
PEERLE	Peerless
PENNCR	Penncrest (Manufactured for J. C. Penney)
PENTAX	Pentax
P ASAH	Pentax/Asahi
P BOWE	Pitney Bowes
PIONEE	Pioneer
REMING	Remington
R RAND	Remington Rand
RCA	RCA (Radio Corporation of America)
SILVER	Silvertone (Manufactured for Sears Roebuck & Co.)
S CORO	Smith-Corona
SYLVAN	Sylvania
T INST	Texas Instruments
USDA	U. S. Department of Agriculture (food stamps)
VIDEOC	Videocorder
W ELEC	Western Electric
W AUTO	Western Flyer (Western Auto)
3M	3M

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STOLEN ARTICLES (20)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Type
- B. FIELD CODE: TYP
- C. FIELD LENGTH: 4 to 7 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha codes only from the Category Codes Table and the Article Name Dictionary. (The first character must be A, B, C, D, E, F, G, H, I, K, L, M, O, P, R, S, U, V, W, or Y. See page ART-62.)
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To classify items into categories and to help restrict search parameters.
- K. ALLOWABLE DATA AND EDITS:

Standard Coding - To achieve uniformity in type coding, the Type Field is divided into two parts:

1. Category Code -- This is a unique alpha character assigned to each of the thirteen major classifications of articles. See Category Codes Table on page ART-62.

When a category code other than Y or U is used in an inquiry, the first letter of the TYP Field, that is the category code, must match the same first letter of the TYP Field in a response message, although the article name may not match.

When category Y is used in an inquiry, the TYP Field does not have to match the same first letter of the TYP Field in a response message.

When category U, the type code for all Unserialized Articles, is used in an inquiry, only Unserialized Article records will be returned. Other identifiers used in the inquiry will determine the number of responses.

TYPE (TYP) (Continued)

2. Article Name Code -- This is made up of the first six letters of the stolen article to be entered. The Article Name Code follows immediately after the Category Code best classifying the article; no space is to be left between the Category Code and the Article Name Code.

The code used in the Type Field must be a code listed in the Article Name Dictionary (page ART-63) or must begin with the alphabetic Y (or U for Unserialized Articles). The code used in the Type Field must be at least four characters in length and no punctuation is to be used between characters.

Article Name -- If an item is not published in the Article Name Dictionary, enter the item with category 'Y', or 'U' for Unserialized Articles, and use the following procedures:

1. Use the complete name of the article if possible. If the article name is one word of more than six letters, use the first six letters in the article name.
2. An article name, which is two words, must be treated as one word.
3. If an article name is three words, use the initials of the first two words and the first four letters of the last word.

NCIC will assign new TYP codes only after an article not appearing in the Article Name Dictionary is entered ten times under Category Code Y.

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TYP FIELD CATEGORY CODES TABLE

A Automobile (automotive accessories)

NOTE: Vehicle Identification Number (VIN) plates, vehicle motors, and vehicle transmissions should be entered in the Vehicle File.

B Bicycle

C Camera Equipment (includes enlargers, lenses, light meters, projectors)

D Data Processing Equipment (business or home)

E Equipment (not otherwise categorized; tools, measuring devices, etc.)

NOTE: Motor-driven earthmoving/construction equipment, farm tractors, garden tractors, and riding lawnmowers should be entered into the Vehicle File.

F Furniture and Furnishings (business or home)

G Games and Gambling Apparatus (includes coin operated arcade games)

H Household Appliances (includes dishwashers, freezers, ranges, etc.)

I Identification Cards (includes special documents)

K Keepsakes and Collectibles

L Livestock

M Musical Instruments

O Office Equipment (includes dictation machines, photo copiers, typewriters)

P Personal Accessories (includes hairdryers, shavers, etc.)

R Radio, TV, and Sound Entertainment devices (includes microphones)

S Sports Equipment (includes skis)

V Viewing Equipment (includes binoculars, microscopes, rifle scopes)

W Well Drilling Equipment

Y Items listed in dictionary as Y items, or items not listed in dictionary at all (see page ART-2 for details).

U If an article is unserialized, it should be entered with 'U' in the TYP field, followed by the name of the article. See page ART-76 for details)

EXAMPLE: TYP/URING

Illinois LEADS Reference Manual

STOLEN ARTICLES (20)

ARTICLE NAME - TYPE CODE DICTIONARY

TYPE CODE	ARTICLE NAME	TYPE CODE	ARTICLE NAME
MACCORD	Accordion	WBAILER	Bailer (includes cleanout)
OACCOUN	Accounting Machine	EBALANC	Balancer
DMODEM	Accoustic Coupler	EWHEELB	Balancer, Wheel
RACTUAT	Actuator, Antenna (indoor control)	(Vehicle File)	Baler, Hay
EADAPTO	Adaptor	SBALL	Ball
OADDING	Adding Machine	MBANJO	Banjo
OADDRES	Addressing Machine	OBANKBA	Bank Bag, Money Bag
WPUMPUN	Air Balanced Pumping Unit	(Do Not Enter)	Bank Officer's Check
ECOMPRES	Air Compressor	KBULLIO	Bar/Ingot (gold or silver)
HAIRCON	Air Conditioner	MBARITO	Baritone
EAIRFIL	Air File (hand tool)	EBAROME	Barometer
ERATCHE	Air Ratchet	HTRASHB	Barrel, Trash
EHAMMER	Airgun (hammer)	WSUB	Basket Sub
EAIRHAN	Airhandling Unit	MBASS	Bass
IAIRTIC	Airline Ticket	MBASSOO	Bassoon
ESPADER	Airspader	ECHARGE	Battery Charger (non-automobile)
EALARM	Alarm	RPOWERP	Battery Pack, Rechargeable (for portable TV/VCR)
ESMOKED	Alarm, smoke	DPOWERP	Battery, Rechargeable for portable computer
IALIEN	Alien Registration Card (green card)	SBBGUN	BB Gun
EAMMETE	Ammeter	WPUMPUN	Beam Pumping Unit
RAMPLIF	Amplifier (including music)	FBED	Bed
EANALYZ	Analyzer	RPAGER	Beeper, Pager
EANGLE	Angle	MBELLS	Bells, Marching band, Orchestra
LCOLLAR	Animal Identification Collar/Tag	WPUMPUN	Belt Pumping Unit
OANSWER	Answering Machine, Telephone	SBENCH	Bench, Exercise
RANTENN	Antenna	FBENCH	Bench, Ottoman, Stool
RACTUAT	Antenna Actuator (indoor control)	BBICYCL	Bicycle
ETAPER	Applicator, Drywall Tape	SRACK	Bicycle/Ski Rack
SSCUBA	Aqualung	GPOOLTA	Billiard Table
EWELDER	Arc Welder	EBINDER	Binder
GARCADE	Arcade Game (coin operated)	VBINOCU	Binoculars
PCASE	Attache Case/Brief Case	EBIT	Bit
EATTENU	Attenuator	WBIT	Bit (well drilling)
RCDISC	Audio Disc, Compact, Laser (CD)	EBLADE	Blade; Fan, Knife, Mower, Saw
RATAPE	Audio Tape (all types)	EWATERB	Blaster, Water
RENHANC	Audio/Video Enhancer, Stabilizer	WDRILL	Blasthole Drill (includes rock drill)
RPROCES	Audio/Video Processor	HBLENDE	Blender
RSWITCH	Audio Switcher (includes Video Switcher)	WBLOCK	Block, Crown/Traveling
EAUDIOM	Audiometer	EBLOWER	Blower
EAUGER	Auger	ELEAFBL	Blower, Leaf
CWINDER	Auto Winder for Camera	WBLOWOU	Blowout Preventer
MAUTOHA	Autoharp	SSLANTB	Board, Slant
DCONTRO	Automatic Controller	(Boat File)	Boat, Sail
EAUTOPI	Automatic Pilot	EBOLTCU	Bolt Cutter
OTAPEDI	Automatic Tape Dispenser	IFSBOOK	Book, Food Stamps
ODIALER	Automatic Telephone Dialer	KBOOK	Book, Rare, Collector
IPINCAR	Automatic Teller Machine Card	FBOOKCA	Bookcase
ISTICKE	Automobile Inspection Sticker emissions, county, etc.)	RPOWERB	Booster, Power
(Vehicle File)	Backhoe, self-propelled	SBOW	Bow
IBADGE	Badge	HSILVER	Bowl, Silver
OBANKBA	Bag, Bank/Money	PBRACEL	Bracelet
		EBRAKE	Brake
		EBREAKE	Breaker
		WCATHEA	Breakout, Makeup Cathead
		PCASE	Briefcase/Attache
		HVACUUM	Broom, Electric
		HBUFFER	Buffer, Floor

NOTE: Some items that were formerly entered as Articles are now to be entered as Vehicle Parts. See Volume 1, Vehicles.

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STOLEN ARTICLES (20)

ARTICLE NAME - TYPE CODE DICTIONARY (Continued)

TYPE CODE	ARTICLE NAME	TYPE CODE	ARTICLE NAME
DINTERF	Buffer, Interface Module	OCASTIN	Casting Machine
FCABINE	Buffet, Cabinet, Credenza	LFELINE	Cat
MBUGLE	Bugle	WCATHEA	Cathead (breakout and makeup)
EBUGLIG	Buglight	DCRT	Cathoray Tube Display, Screen, Monitor
(Vehicle File)	Bulldozer	LCATTLE	Cattle
PVEST	Bulletproof Vest	WCATWOR	Catwork
KBULLIO	Bullion	ESEAGUN	Caulking Gun
IMTPASS	Bus Pass, Mass Transit Pass, Train Pass	MCELLO	Cello
		ECMIXER	Cement Mixer
FCABINE	Cabinet, Buffet, Credenza	DCPU	Central Processing Unit (CPU), Mainframe
OFILECA	Cabinet, File	IGIFTCE	Certificate, Gift
DCABLE	Cable, Computer	(Do Not Enter)	Certified Check
ECABLEL	Cable Locator	ECHAINS	Chain Saw
ECABLE	Cable, other than telecommunications	FCHAIR	Chair, Massage Therapy
RCABLEC	Cable TV Box	OCHANGE	Changer, Money (bills & coin)
RCABLEC	Cable TV Converter	RCHANNE	Channel Selector
RCABLEC	Cable TV Decoder	ECHARGE	Charger, Battery (non-automobile)
RCABLEL	Cable TV Lasher	IDRIVER	Chauffer License
OCALCUL	Calculator	OCHECKW	Check Protector
ECALIBR	Calibrator	OCHECKW	Check Writer
ECALIPE	Caliper	(Do Not Enter)	Checks; Bank Officer's, Cashier's, Certified, Company, Government (Federal/State/Local), Personal, and U.S. Treasury
RCAMCOR	Camcorder, one-piece video camera recorder	ECHISEL	Chisel
CCAMERA	Camera	ECHRONO	Chronometer
CBACK	Camera Back	PLIGHTE	Cigarette Lighter
CBODY	Camera Body	DCIRCUI	Circuit Board/Card, Memory Chips, Microprocessors, Motherboard
CCASE	Camera Case	RCBRADI	Citizens Band Radio
CFILTER	Camera Filter	MCLARIN	Clarinet
CMOTORD	Camera Motor Drive	HSTEAMC	Cleaner, Steam Carpet
RVIDEOC	Camera, Video	HVACUUM	Cleaner, Vacuum
CWINDER	Camera Winder, auto or power	ECLIPPE	Clippers
(Vehicle File)	Camper	FCLOCK	Clock
HOPENER	Can Opener	ETIMECL	Clock, Time
(Boat File)	Canoe	HDRYER	Clothes Dryer
PCAPE	Cape	HWASHER	Clothes Washer/Washing Machine
IALIEN	Card, Alien Registration (green card)	PCOAT	Coat
DCIRCUI	Card, Circuit	FCOATRA	Coat Rack, Tree
ICREDEN	Card, Identification (includes federal & police)	HCOFFEE	Coffee Maker
IPINCAR	Card, Personal Identification Number Card (PIN)	KCOIN	Coin Sets; commemorative, collector
ISSCARD	Card, Social Security	LCOLLAR	Collar, Animal, Tags
ECARDIO	Cardiograph	WCOLLAR	Collar; die and drill
HSTEAMC	Carpet Cleaner (steam)	RCDISC	Compact Disc (CD), Laser
KCARPET	Carpet, Oriental Rug	RCDPLAY	Compact Disc (CD) Player
OCART	Cart	ETAMPER	Compactor, Construction
RCARTRI	Cartridge, Stereo Tone Arm	HCOMPAC	Compactor, Trash
DTAPE	Cartridge Tape, Computer	(Do Not Enter)	Company Check
MCASE	Case, Musical Instrument	ECOMPAS	Compass
DCASE	Case, Portable Computer Carrying	OTYPEWR	Composer
RCASE	Case, Video Carrying	ECOMPRES	Compressor
OCASHRE	Cash Register	OCOMPTO	Comptograph
(Do Not Enter)	Cashier's Check		
WCUTTER	Casing Cutter		
WROLLER	Casing Roller		
DTAPE	Cassette Tape (blank/encoded)		

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STOLEN ARTICLES (20)

ARTICLE NAME - TYPE CODE DICTIONARY (Continued)

TYPE CODE	ARTICLE NAME	TYPE CODE	ARTICLE NAME
DCOMPUT	Computer, All types except mainframe	RCABLEC	Decoder, Cable TV
DSTAND	Computer Equipment Stand	DTELETE	Decoder Module (teletext)
DTAPE	Computer Reel, Tape	EDEFIBR	Defibrillator
DTERMIN	Computer Terminal	HDEHUMI	Dehumidifier
ECONDEN	Condenser	DMODEM	Demodulator
DCONSOL	Console, Control Panel, Plug-board	EHANDPI	Dental Handpiece
ETAMPER	Construction Compactor	EDEPTHF	Depthfinder, Fathometer
(Vehicle File)	Container, Overseas shipping	RDESCRA	Descramble; decodes satellite signals
OCONTAI	Container; Storage/Transportation (excluding overseas)	FDESK	Desk
DCONSOL	Control Panel	EMETALD	Detector, Metal
RVOICEC	Control Unit, Voice	EDETECT	Detector, Radar
WVALVE	Control, Valve	ESMOKED	Detector, Smoke (alarm)
ECONTRO	Controller	SLEGMAC	Developing, Leg Machine
DCONTRO	Controller, Automatic	OANSWER	Device, Telephone Answering
RHANDCO	Controls, Handheld (video)	DVOICER	Device, Voice Recognition
RCABLEC	Converter, Cable TV	ODIALER	Dialer, Automatic Telephone
RVCONVE	Converter, Film/Slide to Video	ODICTAT	Dictating Machine
RFMCONV	Converter, FM	WCOLLAR	Die Collar (includes drill collar)
ECONVEY	Conveyor	EDIESET	Die Tool Set
OWATERC	Cooler, Water	(Vehicle File)	Digger, mobile
OCOPIER	Copy Machine	EPOST	Digger, Post/Hole
MCORNET	Cornet	RDELAY	Digital Delay Processor
FCOUCH	Couch, Loveseat, Sofa	DMODEM	Digitizer, Acoustic Coupler (modem)
ECOUNTE	Counter	DDIGIT	Digitizer, Data Tablet
ISTICKE	County Inspector Sticker/Decal	RDIRECT	Direction Finder, Radio
ECOUPLE	Coupler	RDISC	Disc, Compact Audio
DMODEM	Coupler, Acoustic	HSILVER	Dish, silver
IFSCOUP	Coupon, Food Stamp	HDISHWA	Dishwasher
LCATTLE	Cow	DDISK	Disk; Hard, Floppy, Magnetic
DCPU	CPU/Central Processing Unit, Mainframe	DDRIVES	Disk/Tape Drive System
(Vehicle File)	Crane	RVDISK	Disk, Video
FCREDEN	Credential; Police and Federal ID Cards	DDISK	Diskette, Computer
FCABINE	Credenza, Buffet, Cabinet	OTAPEDI	Dispenser, Automatic Tape
(Do Not Enter)	Credit Card	DCRT	Display Screen (computer monitor)
SSKIMAC	Cross-Country Ski Machine	HDISPOS	Disposal, Garbage
RCROSSO	Crossover; for stereo system	OCOPIER	Ditto Machine
WBLOCK	Crown/Traveling Block	LDOG	Dog
DCRT	CRT/Cathode Ray Tube (monitor)	IDOGTAG	Dog Tag; Military ID
ETILLER	Cultivator, Farm	EDOOROP	Dooropener, Garage
EBOLTCU	Cutter, Bolt	EDOSIME	Dosimeter
WCUTTER	Cutter, Casing	ODRAFTI	Drafting Machine
EHEDGE	Cutter, Hedge	WDRAWWO	Drawworks
ECUTTER	Cutter; other than brush/hedge	EDRILL	Drill
ESODCUT	Cutter, Sod	WDRILL	Drill (rock and blasthole)
EWEEEDER	Cutter, Weed	WCOLLAR	Drill Collar (includes die collar)
ETORCH	Cutting Torch	EDRILLP	Drill Press
SECYCLE	Cycle, Exercise	WDRILLU	Drilling Unit, Rotary Table
MCYMBAL	Cymbal	WPUMPUN	Drive Pumping Unit
DMODEM	Data Set	DDRIVES	Drive System; Disk or Tape
DDIGIT	Data Tablet/Digitizer	IDRIVER	Driver's License; Chauffer, Motorcycle, Pilot
FCOUCH	Davenport/Couch	MDRUM	Drum
ISTICKE	Decal, Emission/Inspection/County/Safety/Validation	HDRYER	Dryer, Clothes
RTAPEDE	Deck, Tape (deck only)	PDRYER	Dryer, Hair
		CDRYER	Dryer, Photo

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STOLEN ARTICLES (20)

ARTICLE NAME - TYPE CODE DICTIONARY (Continued)

TYPE CODE	ARTICLE NAME	TYPE CODE	ARTICLE NAME
ETAPER	Drywall Tape Applicator	ILICENS	Fishing/Hunting License or Permit
EDUMPT	Dumpster	SFISHIN	Fishing Rod/Pole
OCOPIER	Duplicator	CFLASH	Flash
EDWELLM	Dwell Meter	EFLASHL	Flashlight (includes rechargeable)
RHEADSE	Earphones	HBUFFER	Floor Buffer
PEARRIN	Earrings	HBUFFER	Floor Polisher
EEDGER	Edger	DDISK	Floppy Disk (blank or recorded)
CEDITOR	Editor; Film or Video Tape	MFLUTE	Flute
HVACUUM	Electric Broom	RFMCONV	FM Converter
ESNAKE	Electric Snake	OFOLDER	Folding Machine
GELGAME	Electronic Game (not arcade or coin operated)	HFOODPR	Food Processor
RTVGAME	Electronic TV Game	IFSCOUP	Food Stamp
WSPIDER	Elevator/Tubing Spider	IFSBOOK	Food Stamp Book
ISTICKE	Emission/Inspection Sticker	(Vehicle File)	Forklift, Motorized
EENGINE	Engine, non-vehicle	HFREEZE	Freezer
(Vehicle File)	Engine, vehicle	HFRYER	Fryer
EENGRAV	Engraver	PFUR	Fur/Stole
RENHANC	Enhancer, Stabilizer; Audio/Video	HFURNAC	Furnace
CENLARG	Enlarger	EFUSE	Fuse
ISUMMON	Environmental Summons	GARCADE	Game, Arcade (coin operated)
DEPROMP	EPROM Programmer	GELGAME	Game, Electronic (not arcade, coin operated, or TV)
REQUALI	Equalizer; Stereo/sound Equipment	RTVGAME	Game, Electronic Television
EEQUALI	Equalizer; Telecommunications or other equipment	EDOOROP	Garage Door Opener
DSTAND	Equipment Stand (computer)	HDISPOS	Garbage Disposal
EEVAPOR	Evaporator	EGAUGE	Gauge
SBENCH	Exercise Bench	EGEIGER	Geiger Counter
SECYCLE	Exercise Cycle	EGENERA	Generator, non-auto
SEXERCI	Exercise Equipment	IGIFTCE	Gift Certificate
RRANGEE	Expander, Range	ESEAGUN	Glue Gun/Caulking Gun
EEXPLOS	Explosives	(Vehicle File)	Go-Cart; motorized
CLIGHTM	Exposure Meter	KBULLIO	Gold Ingot or Bar
OFAX	Facsimile Transceiver/Fax/Telecopier	(Vehicle File)	Golf Cart; motorized
HFAN	Fan	SGOLFCA	Golf Cart; non-motorized
EBLADE	Fan Blade	SGOLFCL	Golf Clubs
ETILLER	Farm Cultivator	(Do Not Enter)	Government Check; Federal/State/Local
EDEPTHF	Fathometer/Depth finder	(Vehicle File)	Grader
OFAX	Fax; Facsimile Transceiver	IALIEN	Green Card; Alien Identification
ICREDEN	Federal Identification Card	HGRILL	Grill
MVIOLIN	Fiddle	EGRINDE	Grinder
VBINOCU	Field Glasses	WRHGUID	Guide, Rathole
KFIGURI	Figure, Figurine, Statue	MGUITAR	Guitar
EFILE	File	SBBGUN	Gun, BB
OFILECA	File Cabinet (lateral/verticle)	ESEAGUN	Gun, Caulking/Glue
CMAGAZI	Film Magazine	EHAMMER	Gun, Impact (hammer)
RVCONVE	Film/Slide to Video Converter	ERIVETG	Gun, Rivet
CEDITOR	Film or Video Tape Editor	ESOLDER	Gun, Solder
EFILTER	Filter	ESPRAYG	Gun, Spray
CFILTER	Filter, Camera	ESTAPLE	Gun, Staple
CRANGEF	Finder, Range	ESTUDGU	Gun, Stud
EFINISH	Finishing Machine	SHOMGYM	Gym, Home
EFIREEX	Fire Extinguisher	EGYROSC	Gyroscope
ESONAR	Fish Locator	ESAW	Hacksaw
		PDRYER	Hairdryer

NOTE: Some items that were formerly entered as Articles are now to be entered as Vehicle Parts. See Volume 1, Vehicles.

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STOLEN ARTICLES (20)

ARTICLE NAME - TYPE CODE DICTIONARY (Continued)

TYPE CODE	ARTICLE NAME	TYPE CODE	ARTICLE NAME
EHAMMER	Hammer (all kinds)	RHANDCO	Joystick, Video/TV
DHANDCO	Hand Controls, Computer	HJUICER	Juicer
RHANDCO	Hand Controls, Video	RJUKEBO	Jukebox
EHANDTR	Hand Truck		
PHANDCU	Handcuffs	WKELLYS	Kelly Spinner
EHANDPI	Handpiece (dental equipment)	EKEY	Key (all types)
DDISK	Hard Disk, Computer	EKEYMAK	Key Making Machine
MHARMON	Harmonica	DKEYBOA	Keyboard, Computer
EHORSER	Harness/Horse Racing Equipment	MKEYBOA	Keyboard, Musical
MHARP	Harp	DKEYPAD	Keypad, computer
PHAT	Hat	RHANDCO	Keypad Control
RCABLEC	HBO Control Unit, Cable TV Converter	DKEYPUN	Keypunch; all key data entry devices
RHEADSE	Headset	WKSUIPE	Keyseat Wiper
PHEARIN	Hearing Aid	WSUB	Kick Sub
HHEATPU	Heat Pump	HKNIFE	Knife
HSPACEH	Heater, Space	EBLADE	Knife Blade
EHEDGE	Hedge Cutter	ESHARPE	Knife Sharpener
PHELMET	Helmet		
EHOE	Hoe	ELABEQU	Lab Equipment (not otherwise coded)
EHOIST	Hoist	OLABELE	Labeler
WREAMER	Hole Enlarger/Opener; Reamer	ELADDER	Ladder
EHOLSTE	Holster	ELAMINA	Laminator
RCABLEC	Home Box Office Unit	FLAMP	Lamp
SHOMGYM	Home Gym	OLANGUA	Language Teaching Machine
HHOOD	Hood, Range	SLANTER	Lantern
WHYDRAH	Hook, Hydra	ELASER	Laser
MHORN	Horn	RCDISC	Laser Compact Disc (CD) audio
LEQUINE	Horse	RVIDEOD	Laser Video Disc Player
EHORSER	Horse/Harness Racing, Equipment	RCABLEL	Lasher, Cable TV
HHUMIDI	Humidifier	ELATHE	Lathe
ILICENS	Hunting/Fishing License/permit	EMOWER	Lawnmower; non-riding
WHYDRAH	Hydra Hook	(Vehicle File)	Lawnmower; riding
		ELEAFBL	Leafblower
SISKATE	Ice Skates	OLECTER	Lectern/Podium
HREFRIG	Icebox	SLEGMAC	Leg Developing Machine
HICEMAK	Icemaker	CLENS	Lens
PCREDEN	Identification (Pass/Card)	ELEVEL	Level
EHAMMER	Impact Gun (hammer)	IDRIVER	License; Driver's, Motorcycle, Pilots, Chauffeur
OIMPRIN	Imprint Machine	ILICENS	License; Fishing/Hunting
SBENCH	Incline Bench	ILICTAB	License Plate Renewal Tab
EINDICA	Indicator	ELIFEPR	Life Preserver
KBULLIO	Ingot; Gold or Silver	(Boat File)	Life Raft
ISTICKE	Inspection (Sticker/Decal); Vehicle/Emissions, County	ELIFT	Lift
		EBUGLIG	Light, Bug (zapper)
MSTAND	Instrument/Music Stand	DLIGHTP	Light Pen
RINTERC	Intercom	ETIMING	Light, Timing
DINTERF	Interface Module, Buffer	PLIGHTE	Lighter, Cigarette
EINVERT	Inverter	CLIGHTM	Lightmeter
HIRON	Iron	DLINEFI	Line Protector/Filter
ESOLDER	Iron, Soldering	YLIQUOR	Liquor
		(Vehicle File)	Loader, self-propelled
EJACK	Jack	ECABLEL	Locator, Cable
PJACKET	Jacket	ESONAR	Locator, Fish
EHAMMER	Jackhammer	ELOCK	Lock (all types)
ESAW	Jigsaw	PLOCKET	Locket
STREADM	Jogging Machine/Treadmill	ELOGSPL	Log Splitter
WTOOLJO	Joint, Tool		
EJOINTE	Jointer		
DJOYST	Joystick, computer		

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STOLEN ARTICLES (20)

ARTICLE NAME - TYPE CODE DICTIONARY (Continued)

TYPE CODE	ARTICLE NAME	TYPE CODE	ARTICLE NAME
ELORAN	Long Range Navigation Unit, LORAN	DMODEM	Modem/Acoustic Coupler/ Digitizer
ILOTTER	Lottery Ticket	DMODEM	Modulator
FCOUCH	Loveseat	DINTERF	Module, Interface
PLUGGAG	Luggage/Suitcase	DMEMORY	Module, Memory
ETARGA	Mace/Teargas	DTELETE	Module, Voice Recognition
STREADM	Machine, Jogging	OBANKBA	Money/Bank Bag
SLEGMAC	Machine, Leg Developing	OCHANGE	Money Changer; Bill or Coin
GPINBAL	Machine, Pinball	OMOMACH	Money Order Machine
RPROMPT	Machine, Prompting	RMONITO	Monitor
SROWING	Machine, Rowing	DCRT	Monitor, Computer/CRT
GSLOTMA	Machine, Slot	DCIRCUI	Motherboard (circuit board/ card)
OVENDIN	Machine, Vending	EMOTOR	Motor (non-vehicle)
HWASHER	Machine, Washing	(Vehicle File)	Motor, Boat (outboard)
CMAGAZI	Magazine, Film	CMOTORD	Motor Driver; Camera
ENEWSRA	Magazine/Newspaper Stand or Rack	(Vehicle File)	Motor, Vehicle
DTAPE	Magnetic Computer Tape	IDRIVER	Motorcycle License
DDISK	Magnetic Disk (hard, floppy)	DMOUSE	Mouse (non-brown furry)
OMAILIN	Mailing Machine	CPROJEC	Movie/Slide Projector
DCPU	Mainframe, Central Processing Unit	EBLADE	Mower Blade
WCATHEA	Makeup and Breakout Cathead	EMOWER	Mower, non-riding
MMANDOL	Mandolin	WMPTANK	Mud Pit Tank
EENGRAV	Marker	EMULTIM	Multimeter
IMTPASS	Mass Transit Pass/Bus, Train, Subway	DMULTIP	Multiplexer; includes concen- trator
FCHAIR	Massage Therapy Chair	RVMULTI	Multiplexer, Video (rabbit)
PMASSAG	Massager	OMULTIP	Multiplier
HMEATSL	Meatslicer	MSTAND	Music/Instrument Stand
PMEDALL	Medallion	MCASE	Musical Instrument Case
EMEGOHM	Megohmmeter	ESTUDGU	NailGun/Studgun
MMELLOP	Mellophone	ENAVIGA	Navigation Meter
DCIRCUI	Memory Chip (circuit board/ card)	ELORAN	Navigation Unit, Long Range (LORAN)
DMEMORY	Memory Module	PNECKLA	Necklace
EMETALD	Metal Detector	RNEEDLE	Needle; Stereo (excludes car- tridge)
EMETER	Meter	ENEWSRA	Newsrack, Magazine Rack/Stand
EDWELIM	Meter, Dwell	ENIBBLE	Nibbler
CLIGHTM	Meter, Light (exposure)	RNOISER	Noise Reduction Unit
ENAVIGA	Meter, Navigation	DLINEFI	Noise/Static Filter - Line Protector
EPARKME	Meter, Parking	MOBOE	Oboe
OPOSTAG	Meter, Postage	EOHMMET	Ohmmeter
DREADER	Microfiche, Microfilm, Optical Character Reader	HFURNAC	Oil Burner
EMICROM	Micrometer	HOPENER	Opener, Can
RMICROP	Microphone	EDOOROP	Opener, Garage Door
DCIRCUI	Microprocessors (circuit board/ card)	DREADER	Optical Character Reader, Microfiche, Microfilm readers
VMICROS	Microscope	MORGAN	Organ
HOVEN	Microwave Oven	KCARPET	Oriental Carpet/Rug
IDOGTAG	Military Identification	EOSCILL	Oscilloscope
WMILL	Mill (all types)	FBENCH	Ottoman, Bench, Stool
EMILLIN	Milling Machine	HOVEN	Oven, Microwave
OCOPIER	Mimeograph	HRANGE	Oven, Range
EMITERB	Miterbox	(Vehicle File)	Overseas Container
ECMIXER	Mixer, Cement		
RSOUNDM	Mixer, Sound		
RSOUNDM	Mixing Board		
(Vehicle File)	Mobile Digger		

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STOLEN ARTICLES (20)

ARTICLE NAME - TYPE CODE DICTIONARY (Continued)

TYPE CODE	ARTICLE NAME	TYPE CODE	ARTICLE NAME
WPACKER	Packer	HTOILET	Portable Toilet
IPRESCR	Pad, Prescription	OVALIDA	Post Office Validation Plate
DHANDCO	Paddle, Computer	OPOSTAG	Postage Meter
RHANDCO	Paddle, TV/Video	EPOST	Post-hole Digger
RPAGER	Pager	OPOSTIN	Posting Machine
ESPRAYE	Paint Sprayer	(Boat File)	Power Boat
KPAINTI	Painting	RPOWERB	Power Booster Pack (audio/ video)
SPARACH	Parachute	EMOWER	Power Mower; non-riding
EPARKME	Parking Meter	EPOWERP	Power Pack
IPERMIT	Parking Permit	DPOWERP	Power Pack, Computer
IMTPASS	Pass, Mass Transit (Bus, Subway, Train)	EPRRAKE	Power Rake; Thatcher
IPASSPO	Passport	EPOWERS	Power Supply
(Do Not Enter)	Payroll Check	DPOWERS	Power Supply, Computer
DCASE	PC Carrying Case	EPSWEEP	Power Sweeper (outdoor)
VPERISC	Periscope	WSWIVEL	Power Swivel
IPERMIT	Permit; Parking or Weapon	WTONG	Power Tong
(Do Not Enter)	Personal Check	ETROWEL	Power Trowel
IPINCAR	Personal Identification Number (PIN) Card	CWINDER	Power Winder (for camera)
ETELEPH	Phone (Telephone)	RPREAMP	Preamplifier
RPHONOG	Phonograph (mono)	IPRESCR	Prescription Pad
RSTEREO	Phonograph (stereo)	EPRESS	Press
CDRYER	Photo Dryer	EWATERB	Pressure Washer
OCOPIER	Photocopy Machine	WBLOWOU	Preventer, Blowout
MPIANO	Piano	KPRINT	Print (art)
MPICCOL	Piccolo	DPRINTE	Printer, Plotters (all types)
WPLPIG	Pig, Pipeline	RVPRINT	Printer, Video Still
LSWINE	Pig/Swine	CRANGEF	Prism Range Finder
LPIGEON	Pigeon	EPROBE	Probe; Digital, Pulsar, Temperature
EAUTOPI	Pilot, automatic	EPROCES	Processor, all types
IDRIVER	Pilot License	RPROCES	Processor, Audio/Video
PPIN	Pin (jewelry)	OPROGRA	Programmer
IPINCAR	PIN Card (Personal ID Number Card)	CPROJEC	Projector
WSUB	Pin Sub	RPROMPT	Prompting Machine/Tele- prompter
GPINBAL	Pinball Machine	YPROPEL	Propeller
EIPETH	Pipe Threading Machine	OCHECKW	Protector, Check
WPLPIG	Pipeline Pig	DLINEFI	Protector, Line (static, noise)
HSILVER	Pitcher, silver	RPASYST	Public Address System
EPLANE	Plane	EPROBE	Pulsar Probe
EPLANER	Planer (power tool)	EPUMP	Pump
KPLATE	Plate; collector, signed & numbered	WPUMPUN	Pumping Unit (air balanced, belt, drive, and beam)
HPLATE	Plate; non-collector	EPUNCH	Punch
HSILVER	Plate; silver	EPYROME	Pyrometer
RTAPEPL	Player, Tape (plays only)		
EPLIERS	Pliers	RVMULTI	Rabbit/Video Multiplier
DPRINTE	Plotter, Printer (all types)	SRACK	Rack, Bicycle/Ski
EPLW	Plow	ENEWSRA	Rack, Newspapers/Magazine
ESNOWPL	Plow; snow, non-riding	RRACK	Rack System, Stereo
DCONSOL	Plugboard (console/control panel)	FCOATRA	Rack/Tree, Coat
OLECTER	Podium/Lectern	SRACKET	Racket
ICREDEN	Police Identification Card	ERADAR	Radar
HBUFFER	Polisher	EDETECT	Radar Detector
HTRASHB	Poly-Cart (trash barrel)	RRADIO	Radio
GPOOLTA	Pool Table (billiard, snooker)	RCBRADI	Radio, Citizens Band
HPOPCOR	Popcorn Maker	RDIRECT	Radio Direction Finder
		RRADIOR	Radio/Record Player combination

NOTE: Some items that were formerly entered as Articles are now to be entered as Vehicle Parts. See Volume 1, Vehicles.

Illinois LEADS Reference Manual

STOLEN ARTICLES (20)

ARTICLE NAME - TYPE CODE DICTIONARY (Continued)

TYPE CODE	ARTICLE NAME	TYPE CODE	ARTICLE NAME
RRADITA	Radio (AM/FM), Tape Player combination	SSADDLE	Saddle
RRADIOT	Radio/Television combination	OSAFE	Safe
RRTVREC	Radio/Television/Record Player combination	ISTICKE	Safety Sticker/Decal
(Do Not Enter)	Raft	(Boat File)	Sail Boat
ERAKE	Rake	ESANDBL	Sandblaster
EPRRAKE	Rake, Power	ESANDER	Sander
ESTUDGU	Ramset, Studgun	ESAW	Saw (not chain saw)
HRANGE	Range	EBLADE	Saw Blade
RRANGEE	Range Expander	ECHAINS	Saw, Chain
CRANGEF	Range Finder	MSAXOPH	Saxophone
HHOOD	Range Hood	ESCAFFO	Scaffold
ERATCHE	Ratchet, Air	ESCALES	Scales
WRHGUID	Rathold Guide	RSCANNE	Scanner
PSHAVER	Razor (shaver)	HSCISSO	Scissors
DREADER	Reader; microfiche, microfilm, optical character	VSCOPE	Scope (gun or telescope)
WREAMER	Reamer; Hole Enlarger, Hole Opener	CSCREEN	Screen
RRECEIV	Receiver, Stereo	DCRT	Screen, Computer
RPOWERP	Rechargeable Battery Pack (audio/video)	ESCREWG	Screw Gun
DPOWERP	Rechargeable Computer Battery	ESCREWD	Screwdriver
RPHONOG	Record Player, mono	ESCRUBB	Scrubber
RSTEREO	Record Player, stereo	SSCUBA	Scuba
MRECORD	Recorder (woodwind instrument)	ESEAGUN	Sealant Gun
RVIDEOR	Recorder/Player, Video Cassette	ESENSOR	Sensor
RVIDEOD	Recorder/Player, Video Disk	ESEPARA	Separator
RTAPER	Recorder, Tape (records and plays)	ESEWERC	Sewer Cleaner
SREEL	Reel	HSEWING	Sewing Machine
DTAPE	Reel, Computer; Tape	ESEXTAN	Sextant
HREFRIG	Refrigerator	WSSHAKE	Shale Shaker
EREGULA	Regulator	HSHAMPO	Shampooer, Rug
RREMOTE	Remote Control Unit; Video/TV/ Stereo	ESHARPE	Sharpener, all types
ILICTAB	Renewal Tab, License Plate	PSHAVER	Shaver
ERESPIR	Respirator	WSUB	Shear, Sub
ERESUSC	Resuscitator	ESHEARS	Shears
RREVERB	Reverberator	LSHEEP	Sheep
(Vehicle File)	Riding Lawnmower	IBADGE	Shield
PRING	Ring	OCONTAI	Shipping Container (not overseas)
PVEST	Riot Vest (bulletproof)	WSHOCK	Shock(s)
ERIVETG	Riveter (Rivet Gun)	WWASHOE	Shoe, Washover
WDRILL	Rock Drill (includes blasthole drill)	ESHOVEL	Shovel
WSUB	Rod Sub	ESHREDD	Shredder, paper, etc
WROLLER	Roller, Casing	FCABINE	Sideboard Cabinet
EROLLER	Roller; hand-held, walk-behind	KBULLIO	Silver Ingot/Bar
SRSKATE	Roller Skates	HSILVER	Silver Pieces; bowl, dish, tray, etc
WDRILLU	Rotary Table, Drilling Unit	SSKATEB	Skate Board
EHAMMER	Rotohammer	SISKATE	Skates, Ice
ETILLER	Rototiller (brand name)	SRSKATE	Skates, Roller
EROUTER	Router	SRACK	Ski/Bicycle Rack
SROWING	Rowing Machine	SSKIMAC	Ski Machine, Cross-Country
YRUG	Rug	SSKIS	Skis
KCARPET	Rug, Oriental	SSLANTB	Slant Board
HSHAMPO	Rug Shampooer	ESLICER	Slicer
OSLIDER	Ruler/Slide	HMEATSL	Slicer, Meat
		RVCONVE	Slide/Film to Video Converter
		OSLIDER	Sliderule
		GSLOTMA	Slot Machine
		ESMOKED	Smoke Alarm/Detector
		ESNAKE	Snake, Electric
		GPOOLTA	Snooker Table (billiard/pool)

NOTE: Some items that were formerly entered as Articles are now to be entered as Vehicle Parts. See Volume 1, Vehicles.

Illinois LEADS Reference Manual

STOLEN ARTICLES (20)

ARTICLE NAME - TYPE CODE DICTIONARY (Continued)

TYPE CODE	ARTICLE NAME	TYPE CODE	ARTICLE NAME
ESNOWBL (Vehicle File)	Snow Blower	SSTOPWA	Stop Watch
ESNOWPL	Snowmobile	OCONTAI	Storage Container (not over-seas)
ISSCARD	Snowplow, non-riding	HRANGE	Stove
ESOCKET	Social Security Card	HWOODST	Stove, Woodburning
ESODCUT	Socket Set or Wrench	EWIREST	Stripper, Wire
FCOUCH	Sod Cutter	ESTROBE	Strobe Light
HSOFTEN	Sofa, Couch, Loveseat	ESTUDGU	Studgun/Ramset
ESOLDER	Softener, Water	RNEEDLE	Stylus, Stereo (excludes cartridge)
ESONAR	Soldering Iron/Gun	WSUB	Sub; Kick, Shear, Pin, Rod, Basket
RSOUNDM	Sonar, Fish Locator	IMTPASS	Subway Pass
MSOUSAP	Sound Mixer or Board	PLUGGAG	Suitcase
HSPACEH	Sousaphone	ISUMMON	Summons; Traffic or Environmental
ESPADER	Space Heater	SSURFBO	Surfboard
RSPEAKE	Spader, includes air	DLINEFI	Surge Protector
DSPEECH	Speaker	ETRANSI	Survey, Transit
ESPHYGM	Speech Synthesizer	HVACUUM	Sweeper
WSPIDER	Sphygmomanometer	EPSWEEP	Sweeper, Outdoor Power
DLINEFI	Spider; elevator/Tubing	LSWINE	Swine
WKELLYS	Spike Protector	RSWITCH	Switcher, Audio/Video
WSPINWR	Spinner, Kelly	ESWITCH	Switches; all types
ESPOTLI	Spinning Wrench	WSWIVEL	Swivel, Power
ESPRAYG	Spotlight	SSWORD	Sword
ESPRAYE	Spray Gun	MSYNTH	Synthesizer
ESPREAD	Sprayer, all types	DSPEECH	Synthesizer, Speech (voice)
ESPRINK	Spreader	ILICTAB	Tab, License Plate Renewal
VBINOCU	Sprinkler	FTABLE	Table
WSTABIL	Spyglass	GPOOLTA	Table, Billiard/Pool/Snooker
RENHANC	Stabilizer	WDRILLU	Table, Rotary (included w/drilling unit)
ISTAMP	Stabilizer, Enhancer Audio/Video	OTABULA	Tabulator
OSTAMP	Stamp; excludes food stamp	LCOLLAR	Tag, Animal Identification
DSTAND	Stamp Machine	IDOGTAG	Tag, Military Identification
ENEWSRA	Stand, Computer Equipment	ETAMPER	Tamper
MSTAND	Stand, Magazine/Newspaper	ETANK	Tank (oxygen, acetylene, hydrogen)
RSTAND	Stand, Music/Instrument	WMPTANK	Tank, Mud Pit
ESTAPLE	Stand, Video Equipment	ETAPER	Tape Applicator, Drywall
DLINEFI	Stapler, Staple Gun	RATAPE	Tape, Audio
KFIGURI	Static Filter/Line Protector	DTAPE	Tape, Computer; includes reel
HSTEAMC	Statue, Figurine	RTAPEDE	Tape Deck (deck only)
OSTECI	Steam Carpet Cleaner	OTAPEDI	Tape Dispenser, automatic
OSTENOT	Stencil Machine	DDRIVES	Tape Drive System
RNEEDLE	Stencil Machine	ETAPER	Tape Machine, automatic
RSTEREO	Stereo Needle (excludes cartridge)	ETAPEME	Tape Measure
RRACK	Stereo Phonograph	RTAPEPL	Tape Player (plays only)
RRECEIV	Stereo Rack System	RTAPER	Tape Recorder (records and plays)
RCARTRI	Stereo Receiver	RVTAPE	Tape, Video
RREMOTE	Stereo Tone Arm Cartridge	HSILVER	Tea Set (silver)
ESTETHO	Stereo/TV/Video Remote Control	ETEARGA	Teargas/Mace
ISTICKE	Stethoscope	OFAX	Telecopier (Fax machine)
ISTICKE	Sticker, County	OTELEPH	Telephone (all types)
ILICTAB	Sticker, Emission/Inspection	OANSWER	Telephone Answering Machine
ISTICKE	Sticker, License Plate Renewal	ODIALER	Telephone Dialer, automatic
ISTICKE	Sticker, Motor Vehicle (includes emissions, inspection)	RPROPT	Teleprompter, Prompting Machine
ISTICKE	Sticker, Safety/Validation		
RVPRINT	Still Printer, Video		
PFUR	Stole, Fur		
FBENCH	Stool, Bench, Ottoman		

NOTE: Some items that were formerly entered as Articles are now to be entered as Vehicle Parts. See Volume 1, Vehicles.

Illinois LEADS Reference Manual

STOLEN ARTICLES (20)

ARTICLE NAME - TYPE CODE DICTIONARY (Continued)

TYPE CODE	ARTICLE NAME	TYPE CODE	ARTICLE NAME
VSCOPE	Telescope	HSILVER	Tray (silver)
DTELETE	Teletext (decoder module)	STREADM	Treadmill
DTELETY	Teletype/writer	ECOATRA	Tree, Coat
RTELEVI	Television	(Vehicle File)	Trencher
RCABLEC	Television Converter, Cable	ETRENCH	Trencher, manual
RTVGAME	Television Game, Electronic	ETRIMME	Trimmer
RRADIOT	Television/Radio Combination	CTRIPOD	Tripod
EPROBE	Temperature Probe	MTROMBO	Trombone
STENT	Tent	ETROWEL	Trowel, Power
DTERMIN	Terminal, Computer	MTRUMPE	Trumpet
ETESTER	Tester	MTUBA	Tuba
EPRAKE	Thatcher	WSPIDER	Tubing, Spider or Elevator
ETHEODO	Theodolite	RTUNER	Tuner
FCHAIR	Therapy Chair	RTURNTA	Turntable
ETHERMO	Thermometer	WDRILLU	Turntable, Well Drilling
ETHERMS	Thermostat	RREMOTE	TV/Stereo/Video Remote Control Unit
ETHREAD	Threader	OTYPESE	Typesetter
ITICKET	Ticket (excludes airline, bus, lottery)	OTYPEWR	Typewriter
IAIRTIC	Ticket, Airline		
IMTPASS	Ticket, Bus/Subway/Train	(Do Not Enter)	U.S. Treasury Check
ILOTTER	Ticket, Lottery	MUKULEL	Ukulele
ETILLER	Tiller		
ETIMECL	Timeclock	HVACUUM	Vacuum Cleaner
ETIMER	Timer	OVALIDA	Validation Plate, Post Office
ETIMING	Timing Light	ISTICKE	Validation Sticker/Decal
ITITLE	Title, Blank Vehicle	EVALVE	Valve
ITITLE	Title; Real Property	WVALVEC	Valve Control
(Vehicle File)	Title, Vehicle	WVALVE	Valve, Well-Drilling
HTOASTE	Toaster	KVASE	Vase; collector, signed and numbered
HTOILET	Toilet, Portable and Standard	FVASE	Vase; non-collector
RCARTRI	Tone Arm, Stereo Cartridge	ISTICKE	Vehicle Sticker; emissions, county
WTONG	Tong, Power	OVENDIN	Vending Machine
ETONGS	Tongs	PVEST	Vest, Riot, Bulletproof
ETONOME	Tonometer	EVIBRAT	Vibrator
WTOOLJO	Tool Joint	RENHANC	Video/Audio Enhancer/Stabilizer
ETOOLBO	Toolbox	RPROCES	Video/Audio Processor
ETORCH	Torch	RVIDEOC	Video Camera
DHANDCO	Trackball, Computer	RCASE	Video Carrying Case
RHANDCO	Trackball Joystick; Video Hand Controls	RVCONVE	Video Converter (film/slide)
(Vehicle File)	Tractor	RVIDEOO	Video Disc Player/Recorder
ETRAFFI	Traffic Counter	RVDISK	Video Disk (CED and LV)
ISUMMON	Traffic Summons	RSTAND	Video Equipment Stand
(Vehicle File)	Trailer	RHANDCO	Video Hand Control; Joystick, Paddle
IMTPASS	Train Ticket, Bus Pass, Mass Transit		
RTRANSC	Transceiver	RVMULTI	Video Multiplexer (Rabbit)
OTRANSC	Transcriber	RPOWERP	Video Power Pack
ETRANSO	Transducer	RPROCES	Video Processor
ETRANSF	Transformer	RVIDEOO	Video Recorder/Tape Player/Cartridge/Cassette
ETRANSI	Transit Survey		
(Vehicle File)	Transmission	RVPRINT	Video Still Printer
RTRANSM	Transmitter	RSWITCH	Video Switcher (includes audio switcher)
ETRANSP	Transponder		
OCONTAI	Transportation Container (not overseas)	RVTAPE	Video Tape
HTRASHB	Trash Barrel, Polycart	CEDITOR	Video Tape/Film Editor
HCOMPAC	Trash Compactor	RVIDEOO	Video Tuner/Timer
WBLOCK	Traveling	RREMOTE	Video/TV/Stereo/Remote Control Viewer
		VVIEWER	

NOTE: Some items that were formerly entered as Articles are now to be entered as Vehicle Parts. See Volume 1, Vehicles.

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STOLEN ARTICLES (20)

ARTICLE NAME - TYPE CODE DICTIONARY (Continued)

<u>TYPE CODE</u>	<u>ARTICLE NAME</u>
CVIEWFI	Viewfinder
(Vehicle File)	VIN Plate
MVIOLA	Viola
MVIOLIN	Violin
EWISE	Vise
RVOICEC	Voice Control Unit
DVOICER	Voice Recognition Device/ Synthesizer
OVOICEW	Voicewriter
EVOLTME	Voltmeter
RWALKIE	Walkie-Talkie
EWATERB	Washer, Pressure
HWASHER	Washing Machine (clothes)
WWASHOE	Washover, Shoe
FWASTEB	Wastebasket
PWATCH	Watch
SSTOPWA	Watch, Stop
HWATERH	Water Heater
HSOFTEN	Water Softener
EWATERB	Waterblaster/Pressure Washer
OWATERC	Watercooler
EWATTME	Watt Meter
HBUFFER	Waxer
IPERMIT	Weapon Permit
EWEEDER	Weed Cutter
EWEEDER	Weeder
EWELDER	Welder
EWHEELB	Wheel Balancer
·PWHEELC	Wheelchair, non-motorized
EWINCH	Winch
CWINDER	Winder, Camera (auto or power)
WKSWIPE	Wiper, Keyseat
EWIREST	Wire Stripper
HWOODST	Wood Burning Stove
ELOGSPL	Wood Splitter
DWORDPR	Word Processor
EWRENCH	Wrench
ESOCKET	Wrench, Socket
ESPINWR	Wrench, Spinning
MXYLOPH	Xylophone
RCABLEC	Z Box
EBUGLIG	Zapper, Bug

NOTE: Some items that were formerly entered as Articles are now to be entered as Vehicle Parts. See Volume 1, Vehicles.

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STOLEN ARTICLES (20)

FIELD DESCRIPTION

- A. FIELD NAME: Serial Number
- B. FIELD CODE: SER
- C. FIELD LENGTH: Up to 20 positions for Single Serialized Articles. Up to 41 positions for Consecutively Serialized Articles.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numeric. A hyphen (-) is allowed to separate consecutively serial numbers.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, DATA CAN BE:

ADDED? Yes*

CHANGED? Yes*

DELETED? Yes**

* SER may be added or changed in modification of Single Serialized Article record. SER may not be changed in a Consecutively Serialized Articles record. There is no SER in an Unserialized Article record.

** SER may be deleted in Single Serialized Article record if OAN is present.

- H. ON ENTRY, DATA IS: Conditional. If the stolen article is a Single Serialized Article, then the record must contain either an OAN or a SER. A Consecutively Serialized Stolen Articles record must have two Serial Numbers. An Unserialized Article Classification (UAC) code is placed in the SER Field of an Unserialized Stolen Article record.
- J. PURPOSE/USAGE/DESCRIPTION: A manufacturer-assigned number that is etched into the article and uniquely identifies it.
- K. ALLOWABLE DATA AND EDITS:
1. Enter True Serial Number -- Only the unique manufacturer-assigned serial number may be entered in the SER Field.
 2. Spaces, Hyphens, Symbols -- All spaces, hyphens, other punctuation, and symbols must be omitted when entering or inquiring on a serial number. An exception to this statement is when entering Consecutively Serialized Articles. See 8. on the following page.
 3. Alphabetic Characters -- All letters which are part of the serial number must be included in the SER Field when entering a record or inquiring on the File.
 4. No Unique Serial Number -- If the number applied by the manufacturer of an article is determined not to be a unique serial number, but rather a model number, stock number, or part number, etc., the article should not be entered. If already on file, the record should be cancelled.

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STOLEN ARTICLES (20)

SERIAL NUMBER (SER) (Continued)

5. Owner-Applied Number -- An owner-applied engraved identification number, which has been assigned in connection with a theft prevention program, such as 'Operation Identification' or 'Stop Thief', must not be entered as a serial number. These numbers should be entered as 'Owner-Applied Numbers' in the OAN Field.
6. SER/OAN -- Both an SER and an OAN may be entered in one record, but the two numbers cannot be identical.
7. IBM Typewriters -- If the TYP is OTYPEWR and the BRA is IBM, the SER must contain a minimum of seven numeric characters and the MOD Field must contain data.
8. Consecutively Serialized Articles -- To enter a consecutively serialized group of stolen articles, the beginning and ending serial numbers of the sequence are entered with a hyphen separating the two numbers. The computer will accept two serial numbers containing an equal number of characters, not exceeding 20 characters in each number. A maximum of 50 articles may be entered in one record.

Consecutive serial numbers must be numerically consecutive. Alpha characters alone may not be used as serial numbers. Alpha characters may be present as a prefix, suffix, or intermixed in the numerical characters; however, their identity and position must be constant in any two numbers used to denote a sequence. The computer will accept group entries only when the rightmost numeric characters establish the consecutive sequence. This is illustrated in the following examples:

6387682-6387691	ABC6783-ABC6792
5382961-5382968	AB67C63-AB67C68
1265BD-1274BD	AB6782C-AB6791C

If a group of consecutively serialized articles has a common suffix containing the alphabetic letter 'O', they should not be entered as a group record, but rather must be entered as single article records.

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STOLEN ARTICLES (20)

FIELD DESCRIPTION

- A. FIELD NAME: Unserialized Article Classification Code (Replaces SER Field in an Unserialized Article record.)
- B. FIELD CODE: UAC
- C. FIELD LENGTH: 4 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha codes from the Unserialized Article Classification Code Table.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes - Unserialized Article records only.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes - Unserialized Article records only.
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|------------------|---------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required in Unserialized Article records only. See the UAC Code Table beginning on page ART-77. There are 35 codes.
- J. PURPOSE/USAGE/DESCRIPTION: Used to classify an Unserialized Article in the LEADS Stolen Article File.
- K. ALLOWABLE DATA AND EDITS:

1. When entering Unserialized Articles by free-form or format, only the 4-position UAC Code is inserted in the SER Field.
2. When inquiring on the Unserialized Article File, by free-form, you must use the field identifier 'UAC'; with the inquiry format, you simply insert the 4-position UAC Code. Also, a Type of Loss Code, indicating the article was stolen from B (Business), H (Home), or C (Cargo), may be included with the UAC Code.

A Date Field (DTE) may then be inserted in the inquiry which when combined with the other identifiers, will retrieve all records that were entered on or after the specified date.

(1) (2) (3) (4) (5)
Free-Form Inquiry Example: LZA.UAC/CHEM-C.TYP/U.DTE/Ø1219Ø.

- (1) Inquiry Key.
- (2) Unserialized Article Classification Code for 'Chemicals and Fuels'.
- (3) 'C' indicates a cargo theft.
- (4) Category 'U', the type code for all Unserialized Articles. (Name of article may also be included.)
- (5) Will retrieve records entered on or after January 21, 199Ø.

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STOLEN ARTICLES (20)

UNSERIALIZED ARTICLE CLASSIFICATION CODE TABLE

ALCO	Alcoholic Beverages
ARMS	Arms, Guns, and Ammunition <u>Do not</u> enter Serialized Guns that qualify for the Gun File.
BIKE	Bicycles and Bike Parts except Tires
BLDM	Building Materials
BOAT	Boats and Marine Equipment <u>Do not</u> enter Boats that qualify for the Boat File.
CCLO	Children's Clothing - Not Shoes or Furs
CHEM	Chemicals and Fuels
CNST	Construction Machinery <u>Do not</u> enter Machinery that qualifies for the Vehicle File.
DOCU	Documents and Credit Cards (Includes Credentials)
DRUG	Drugs and Cosmetics
ELEC	Electrical Items except Wire
FARM	Farm Machinery and Materials <u>Do not</u> enter Machinery that qualifies for the Vehicle File.
FOOD	Food, Human and Animal
FURS	Furs, Hides, Pelts and Skins
HARD	Hardware and Hand Tools
HOUS	Household Goods and Furniture
INST	Instruments (Not Musical)
JEWL	Jewelry except Watches
LIVE	Livestock
LUGG	Luggage

NOTE: The above codes apply only to unserialized articles. Serialized items should be entered using the codes beginning on Page ART-63.

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STOLEN ARTICLES (20)

UNSERIALIZED ARTICLE CLASSIFICATION CODE TABLE (Continued)

MENC	Men's Clothing - Not Shoes or Furs
METL	Metal and Ores
MUSI	Music and Musical Instruments
OFFI	Office Furniture and Supplies
OPTI	Optical Goods and Cameras
OTHR	Other Miscellaneous Items <u>Do not</u> enter Items that qualify for existing Hot Files.
RATV	Radios and Televisions
SHOE	Shoes and Boots of all types
SOND	Sound Equipment
SPRT	Sporting Goods and Toys
TEXT	Textiles
TOBA	Tobacco Products
VEHI	Vehicles and Vehicle Parts <u>Do not</u> enter Vehicles and Vehicle Parts that qualify for the Vehicle File.
WATH	Watches/Bands
WCLO	Women's Clothing - Not Shoes or Furs

NOTE: The above codes apply only to unserialized articles. Serialized items should be entered using the codes beginning on Page ART-63.

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STOLEN ARTICLES (20)

FIELD DESCRIPTION

- A. FIELD NAME: Miscellaneous Information (Permanent)
- B. FIELD CODE: MIS
- C. FIELD LENGTH: Single Serialized Article - Up to 50 positions in both free-form and the LFR.FEA. format. Consecutively Serialized Articles - Omitted. Unserialized Article - 8 to 20 positions, free-form and format.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numerical and five special characters -- \$, /, comma, hyphen (-), and ampersand (&).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:

ADDED? Conditional* CHANGED? Conditional* DELETED? Conditional*

* MIS may be added or changed in modification of Single Serialized Article record. MIS must be omitted in Consecutively Serialized Articles record. MIS may be modified in an Unserialized Article record, but according to same criteria as for an enter message.

- H. ON ENTRY, DATA IS: Optional for Single Serialized Articles. Omitted for Consecutively Serialized Articles. Required for Unserialized Articles.
- J. PURPOSE AND USAGE:

Single Serialized Article

1. Should be used to further describe the stolen article.
2. Should contain the complete model number if it contains more than nine characters and the last nine have been entered in the Model Field.
3. Can also be used to show alpha/numeric characters which have been engraved on the article as the result of a theft prevention program (such as Operation Identification or Stop Thief), such as owner's name, initials, Social Security number, driver's license number, etc.
4. Should be used to completely describe the stolen article when the code NO BRA is used in the Brand Name (BRA) Field.
5. Should be used to describe in easily readable abbreviated language the location of the serial number of stolen livestock.

Consecutively Serialized Articles

Must be left blank but indicated by a period in free-form entry. Any miscellaneous information must be entered as an Add-On Record.

Unserialized Article

Only certain required data is allowed in this field. See K. Any other information must be entered as an Add-On Record.

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STOLEN ARTICLES (20)

MISCELLANEOUS INFORMATION (PERMANENT) (MIS) (Continued)

K. ALLOWABLE DATA AND EDITS:

Allowable Data

Single Serialized Article -- Any data which helps to identify the article or to explain the case.

Unserialized Articles -- Required data includes Type of Loss Code, Number of Units, Kind of Units (Cartons, Drums, etc.), and Aggregate Dollar Value of Loss.

Edits:

Single Serialized Article -- In free-form entry, the computer considers the first period in the MIS Field to be the ending period of the field. Extra periods will cause the message to be rejected.

Unserialized Articles -- The MIS Field must contain the following information in the order shown.

	<u>NUMBER OF CHARACTERS</u>
Type of Loss (Cargo = C, Business = B, Home = H)	1
Hyphen (-)	1
Number of Units	1-5
Hyphen (-)	1
Kind of Units (Cartons, drums, etc.)	1-6
Dollar Sign (\$)	1
Aggregate Dollar Value of Loss	2-7

The length of the data elements is optional within the limits shown above, but each element must be separated by the proper character.

(1) (2) (3) (4)

Example: MIS/B-5-COATS\$1000.

- (1) B indicates this was theft from a business.
- (2) 5 indicates the number of items stolen.
- (3) Items taken were coats.
- (4) Total value of the loss.

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STOLEN ARTICLES (20)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Miscellaneous Information (Temporary)
- B. FIELD CODE: TEMP MIS
- C. FIELD LENGTH: Up to 21 positions in both free-form and the LFR.FEA. format in Single Serialized Article records. Must be left blank in Consecutively Serialized and Unserialized Article records. (NCIC has no TEMP MIS Field.)
- D. CHARACTER TYPE(S) ALLOWED: Any character except a period.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? (Not Applicable)
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? (Not Applicable)
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|-----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | N/A | <u>DELETED?</u> | N/A |
|---------------|-----|-----------------|-----|-----------------|-----|
- H. ON ENTRY, DATA IS: Optional for Single Serialized Article records. Must be left blank in Consecutively Serialized and Unserialized Article records.
- J. PURPOSE: To permit extra miscellaneous information on the hard copy printout of the Enter Acknowledgment Message only. Information is not stored in LEADS or NCIC files; any data entered in TEMP MIS Field will never appear in a hit message.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Any data including carriage returns and line feeds. Do not use periods except as the very last character to signify the end of the field.
- L. NOTES: CAUTION -- When entering a test record for training purposes, do not use the temporary area to indicate that the record is a test. If you do not immediately void the record and someone hits it, there will be no indication that the record was entered for test purposes because the temporary area will be gone.

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STOLEN ARTICLES (20)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Originating Authority's Case Number
- B. FIELD CODE: OCA
- C. FIELD LENGTH: Up to 9 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and special characters except the period. In records entered by other states, NCIC changes all letter O's to zeros.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE: Allows the entering agency to cross-reference the LEADS record with its corresponding case file. When another department hits the record, the originating authority may ask for the OCA number in order to look up the case file and confirm the hit.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- You may enter any sort of number that is meaningful to your department as long as it does not contain a period.
- Edits -- 1. Must not exceed 9 positions.
2. Must not contain only the word NONE.
- L. NOTES: You will always find data in the OCA Field of an NCIC record even though it is optional with LEADS. No matter what you enter in the OCA Field (if anything), the NCIC record's OCA Field will contain the LEADS Record Index Number (LDS) from the LEADS copy of the record. Even if you modify the LEADS record's OCA Field, the NCIC record's OCA will not change.

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STOLEN ARTICLES (20)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Originating Authority's Agency Name
- B. FIELD CODE: ORA
- C. FIELD LENGTH: Up to 25 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and three special characters -- comma, hyphen, and /.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | | | | |
|---------------|----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | No | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE: To clearly identify the authority (and its location) which holds the original case file related to the LEADS record.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- 1. Must be the agency name of the authority holding the original case file, regardless of what agency sent the enter message. When entering a vehicle for another agency, put the other agency's name in the ORA Field.

2. It is important that all terminal operators use the same, identical wording in the ORA Field of all records entered for a given agency, including your own. If you use a particular abbreviation, use it consistently for all records. The required format includes three elements: (1) Agency Type (e.g. PD, SO, SP) or Agency Name (e.g. FBI), (2) City Name or County Name followed by 'CO' and (3) 'IL'.

Examples:	ORA/PD SPRINGFIELD IL	for Springfield Police Department
	ORA/SO SANGAMON CO IL	for Sangamon County Sheriff's Office
	ORA/ISP SPRINGFIELD IL	for State Police Dist. 9 in Spfld.

- L. NOTES: NCIC records do not contain the ORA Field Code. Instead, an NCIC record will give the entering terminal's ORI number and a translation of the number. A sample translation is, "ORI IS SANGAMON CO SO SPRINGFIELD IL".

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STOLEN ARTICLES (20)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Entering Terminal's CDC
- B. FIELD CODE: ENT
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Letters only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- ADDED? N/A CHANGED? N/A DELETED? N/A
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required.
- J. PURPOSE: Identifies the terminal.
- K. ALLOWABLE DATA AND EDITS:

Must be the exact CDC of the terminal being used for the enter message.

Computerized Hot File entries should always be made at a terminal that is monitored on a 24-hour basis to ensure confirmation can be made promptly.

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F I E L D D E S C R I P T I O N

- A. FIELD NAME: Entering Terminal Operator's Initials or Identifier
- B. FIELD CODE: OPR
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Letters A through Z and numerals 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- ADDED? No (Note 1) CHANGED? No (Note 1) DELETED? No (Note 1)
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required.
- J. PURPOSE: To provide a permanent record (LEADS file only) of who entered the record.
- K. ALLOWABLE DATA AND EDITS:
- The only edit is to insure that the enter message contains two alphanumeric characters in the OPR Field.
- L. NOTES: 1. If a record is entered with the wrong identifier, void the record and enter a new one with the correct identifier.

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F I E L D D E S C R I P T I O N

- A. FIELD NAME: Time of Entry
- B. FIELD CODE: TME
- C. FIELD LENGTH: 4 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numbers only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? N/A
- J. PURPOSE: To provide a permanent record in the LEADS record of the time of day that the enter message was handled by the LEADS computer, and the record was placed in the file.
- K. ALLOWABLE DATA AND EDITS:

The time is expressed in local time on the basis of a 24-hour clock. 3:19pm will be TME/1519.

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STOLEN ARTICLES (20)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Date of Entry
- B. FIELD CODE: DTE
- C. FIELD LENGTH: 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numbers only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- ADDED? No CHANGED? No DELETED? No
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? N/A
- J. PURPOSE: To provide a permanent record in the LEADS record of the date that the enter message was processed by the LEADS computer, and the record was placed in the file.
- K. ALLOWABLE DATA AND EDITS:
- The date is expressed in Month-Day-Year format. January 27, 1995 will be DTE/012795.

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STOLEN ARTICLES (20)

FIELD DESCRIPTION

- A. FIELD NAME: NCIC Record Index Number
- B. FIELD CODE: NIC
- C. FIELD LENGTH: 10 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letter A and numeric digits 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, but only with message key NZN.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No, except when Locating a record that originated in another state.
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: (Not entered.)
- J. PURPOSE AND USAGE: To uniquely identify a single record in the NCIC file. LEADS records that were also entered into the NCIC file will contain a NIC number, which serves as an index or identifier to directly retrieve that record if you wish. The NIC is also used to identify an out-of-state NCIC record for the purpose of Locating that record.
- K. ALLOWABLE DATA AND EDITS: NIC numbers for NCIC Article File records always begin with the letter A. The next seven digits are a unique, sequential number. The last two digits are check-digits computed by running the sequential number through a special formula. The check-digits serve to reduce the chance of retrieving or Locating the wrong record because of an error made while keying the NIC.
- L. NOTES: It is common for a record that is entered into LEADS to take some time (usually within an hour) for entry into NCIC, and the LEADS record, if inquired upon, to show a string of Z's in the NIC Field. However, if the time is longer than an hour (you must use your own discretion), something may be wrong. If the NCIC copy was entered successfully, the Z's in the LEADS record should have been replaced by the NIC number. Notify terminal KQC by directed message when you discover another agency's record with Z's in the NIC Field. If the record was entered by your own department, void it and re-enter, paying close attention for reject messages from NCIC.

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F I E L D D E S C R I P T I O N

- A. FIELD NAME: LEADS Record Index Number
- B. FIELD CODE: LDS
- C. FIELD LENGTH: 8 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letter A and the numbers 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: (Not entered.)
- J. PURPOSE AND USAGE: Automatically assigned by the LEADS computer to provide a unique index number for each record.
- K. ALLOWABLE DATA AND EDITS: The LDS is constructed in three parts. The first character tells what file the record is stored in. All records in the Stolen Article File have a LDS number beginning with A. The next two digits represent the year in which the record was entered into the file (90 for 1990, etc.). The final five digits are a sequential number representing when that particular record was entered relative to other records in the same file and year of entry. The third record entered into the Article File in 1990 will have a LDS number of A9500003. The 1,000th record will be LDS/A9501000.

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STOLEN ARTICLES (20)

VIII. MODIFICATION

A. GENERAL MODIFICATION INFORMATION

1. What Is Modification? -- Modification is the process of adding, changing, or deleting data contained in a previously entered record. You may modify only those records that were entered by your agency. You may not modify a record entered by another agency.
2. When to Modify -- The modify message is used (1) when you obtain additional data after a record has already been entered, (2) when you discover an error in a record, and (3) when circumstances surrounding the case have changed. You cannot modify a record after it has been Located.
3. Modify Message Keys -- Modify messages for the Article File require two basic message keys. A third key is provided for training purposes. (LFR.FMOD. is used to call the format.)

LMA is used for all Single Serialized Stolen Article records and Unserialized Article Records.

LMAA is used for Consecutively Serialized Article records.

LTAM is used only for training purposes to "Modify" Stolen Article records. (The record on file is not actually affected.)

4. Required Identifiers -- Following the message key, a modify message must contain two identifiers preceded by their field codes from the record to be modified. If the two identifiers do not exactly match the corresponding data in the record on file, the modify message will be rejected and nothing will be changed.
 - a. Single Article records require a LEADS Record Index Number (LDS) followed by either the article's Serial Number (SER) or Owner-Applied Number (OAN) exactly as each appears in the record to be modified.
 - b. Consecutively Serialized Article records require a LEADS Record Index Number (LDS) followed by the two Serial Numbers (SER) that appear in the record. The lowest and highest of all serial numbers appearing in the existing group record must be used.
 - c. Unserialized Article records require a LEADS Record Index Number (LDS) followed by the Unserialized Article Classification (UAC) Code.

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VIII.A. GENERAL MODIFICATION INFORMATION (Continued)

5. Random Sequence of Fields -- Following the message key, the LEADS Number, and the second required identifier, the fields to be modified and their new contents may be listed in any order.
6. All Original Data Lost -- Whether you want to change all or part of the data in a particular field, the computer wipes out all of the original data in that field. This means that your modify message must include the contents for the entire field, even if you are changing only one character.
7. Number of Fields Per Message -- When constructing a free-form modify message, any number of fields may be included in a single message. The modify screen format LFR.FMOD. allows up to five fields to be modified per modify message.
8. NCIC Copy Automatically Modified -- When there is a copy of a LEADS record in NCIC, a single modify message automatically causes the same change(s) to be made in the NCIC copy of the record.

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STOLEN ARTICLES (20)

VIII. MODIFICATION (Continued)

B. WHAT CAN & CAN'T BE MODIFIED?

The following chart shows which fields can or cannot be modified in Single Serialized, Consecutively Serialized, and Unserialized Article records.

	SINGLE SERIALIZED	CONSECUTIVELY SERIALIZED	UNSERIALIZED
MKE - Message Key	X		X
DOT - Date of Theft	X	X	X
MOD - Model	X	X	X
OAN - Owner-Applied Number	X		
BRA - Brand	X	X	X
TYP - Type	X		X**
SER - Serial Number	X	*	
UAC - Unser. Article Class. Code			X
MIS - Miscellaneous (Perm.)	X		X***
OCA - Origin. Authority's Case No.	X	X	X
ORA - Origin. Authority's Agency Name	X	X	X
ENT - Entering Terminal's CDC			
OPR - Entering Operator's Initials			
TME - Time of Entry			
DTE - Date of Entry			
NIC - NCIC Record Index No.			
LDS - LEADS Record Index No.			

* Serial Numbers in a Consecutively Serialized Articles record cannot be changed with a modification message. Any error which relates to the serial numbers in the record must be corrected by cancelling the existing record and making a new entry.

** TYP Field cannot be modified to insert a Category Code other than 'U'.

*** New data must be entered in accordance with rules described for enter message.

NOTE: Errors discovered after making a Consecutively Serialized Articles record entry which concern one or more, but not all of the articles in the record, e.g., one half of a group of cameras having a different model number than the other half, cannot be corrected by using a modification message. In such a case, it is necessary to cancel the original record and make new records, single or consecutively serialized, depending on the situation.

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STOLEN ARTICLES (20)

VIII. MODIFICATION (Continued)

C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS

1. Single Article Record -- Assume that you wish to change and add information to a Stolen Article record (LDS/A9500555). The article, a snowblower, was entered with the wrong model number (MOD/SRX44CE) which you wish to change to the correct model number (MOD/SRX440E). The Serial Number is 1702. You also wish to add an Owner-Applied Number (OAN/778899) which was omitted when the record was entered. Use LFR.FMOD. to call the format.

Sample Formatted Modify Message:

(a)	(b)
L MA	LDS/ A9500555
(c)	SER / 1702_____
	DATA FIELDS:
(d)	MOD/ SRX440E_____
(e)	OAN/ 778899_____

- INSTRUCTIONS:
1. COMPLETE MSG KEY FOR FILE DESIRED.
 2. INSERT LDS NUMBER OF RECORD.
 3. INSERT FIELD ID CODE FOR TYPE OF FILE.
 4. INSERT 2ND IDENTIFIER FROM RECORD.
 5. INSERT FIELD CODES FOR FIELDS TO BE MODIFIED.
 6. INSERT DATA TO REPLACE EXISTING DATA.

- (a) Modify message key.
- (b) LDS number of record to be modified (required identifier).
- (c) SER number of record to be modified (required identifier).
- (d) First field to be modified, here containing the correct MOD.
- (e) Second field to be modified, to add the OAN number.

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VIII.C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS (Continued)

2. Consecutively Serialized Articles Record -- Assume that you wish to make some changes to a Consecutively Serialized Articles record (LDS/A9500085). The articles, license plate stickers, were entered with the wrong date of theft. You wish to change the DOT Field from March 7, 1995, to March 10, 1995. Also, the MOD Field is incorrect; it was mis-keyed 'APR 97' and should be 'APR 96'. The Serial Numbers are B1236675 - B1236724.

Sample Formatted Modify Message:

(a)	(b)
L MAA	LDS/ A9500085
(c)	SER / B1236675-B1236724_____
	DATA FIELDS:
(d)	DOT/ 031095_____
(e)	MOD/ APR 96_____

INSTRUCTIONS: 1. COMPLETE MSG KEY FOR FILE DESIRED.
2. INSERT LDS NUMBER OF RECORD.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.
5. INSERT FIELD CODES FOR FIELDS TO BE MODIFIED.
6. INSERT DATA TO REPLACE EXISTING DATA.

- (a) Modify message key.
(b) LDS number of record to be modified (required identifier).
(c) Both SER Numbers, required second identifiers.
(d) First field to be modified, here containing the correct DOT.
(e) Second field to be modified, here containing the correct MOD.

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VIII.C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS (Continued)

3. Unserialized Article Record -- Assume that you wish to make some changes to an Unserialized Article record (A9577750). The article, a woman's coat, was entered as a man's coat with 'UMCOAT' in the Type Field and 'MENC' as the Unserialized Article Classification Code. You wish to change these fields to reflect that the article is a woman's garment.

Sample Free-Form Modify Message Key:

(a) (b) (c) (d) (e)
LMA.LDS/A9577750.UAC/MENC.UAC/WCLO.TYP/UWCOAT.

- (a) Modify message key.
- (b) LEADS number of record to be modified -- required first identifier.
- (c) UAC of record to be modified -- required second identifier.
- (d) Field being modified -- to change the UAC Code.
- (e) Field being modified -- to change the Type Field.

- D. MODIFY ACKNOWLEDGMENT - Every modify message will be acknowledged in one of the following ways:

1. Successful Modify Acknowledgment:

(a) (b) (c)
cdcMODIFY LDS/A9525570

- (a) The CDC of the terminal which sent the modify message.
- (b) Indication that the record was successfully modified.
- (c) LEADS Record Index Number of the record successfully modified.

2. Reject Message -- If your attempt to modify a record is rejected, you will receive a message such as the following:

(a) (b)
RKZYMA. REJ TYP FLD ERR

- (a) The CDC of the terminal which sent the modify message.
- (b) Indication that the attempt to modify the Type Field was rejected.

You should check your identifiers and try to determine the reason for the reject.

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VIII.D. MODIFY ACKNOWLEDGMENT (Continued)

3. Duplicates -- If you modify a record, and the identifiers match another record on file, you will not be notified. There is no 'APPARENT DUP' response when one record is modified to match another one.
4. Confirming Modification Results -- The only way to confirm that a record was, in fact, modified exactly as you intended is to inquire on the record and review the response message.
5. Partial Success -- There is no partially successful modification. Either all the fields that you attempted to change are modified or none of them are modified.
6. NCIC Reject -- Usually you will receive an acknowledgment message, either reject or successful, from LEADS (not NCIC). When the computer is not working properly, you may receive a successful acknowledgment from LEADS and a reject from NCIC. When this happens, send an administrative message to the LEADS Quality Control Section at terminal KQC and explain what has happened.

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IX. ADD-ON CAPABILITY

LEADS provides the capability of appending miscellaneous information to any LEADS record. This can be useful when the MIS Field (permanent portion) is too small to contain all of the data you wish to enter. Turn to Volume 1, Chapter 12, Add-On Records, for procedures.

Add-on information is not available to agencies in other states because the add-on record does not go on file in the NCIC record. Therefore, the most important data should be put in the permanent MIS Field.

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STOLEN ARTICLES (20)

X. VOIDING

A. WHAT IS VOIDING? -- Voiding is the process of removing a record from the LEADS and NCIC files, especially a record that was entered by mistake. You can only void a record that was entered through one of the terminals in your agency. Once a record has been voided, it may no longer be retrieved by an on-line inquiry. However, if the need arises, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.

B. WHEN TO VOID

1. Invalid Record -- A record that is entered by mistake (i.e., should not have been entered in the first place) should be voided as soon as the error is discovered.

2. Can't Modify -- If data is incorrectly entered in a field that cannot be modified, the original record should be voided and a new record entered.

C. HOW TO VOID -- A void message always contains exactly three elements -- the message key, the LEADS Record Index Number, and the article's Serial Number(s), Owner-Applied Number, or Unserialized Article Classification Code.

1. Void Message Keys -- The free-form message key for voiding a Single Serialized or Unserialized Article record is LXA. The message key for voiding a Consecutively Serialized Articles record is LXAA. The same message that voids a LEADS Serialized Article record also voids the NCIC copy.

2. Sample Void Messages

Single Serialized Article Record (Free-Form)

(a) (b) (c)
LXA.LDS/A9500333.SER/99557.

- (a) Message key to void a stolen article record.
- (b) LEADS Index Number of the record to be voided.
- (c) SER from the record to be voided. (OAN may be used.)

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X.C.2. Sample Void Messages (Continued)

Consecutively Serialized Articles Record (Screen Format LFR.FVOID.)

In order to VOID any part of a Consecutively Serialized Articles record, you must VOID the entire record and then re-enter the record(s) accordingly. For example, to VOID an article with the SER/B12345 from the Consecutively Serialized Articles record with SER/B12340 - B12350, you would first VOID the entire record as follows:

```
LX AA    LDS/ A9502298
SER / B12340-B12350
```

INSTRUCTIONS:

1. COMPLETE MSG KEY FOR FILE DESIRED.
2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.

You must then re-enter two Consecutively Serialized Articles records, one record with the SER/B12340 - B12344 and the other SER/B12346 - B12350.

Unserialized Article Record (Free-Form)

```
(a)      (b)      (c)
LXA.LDS/A9556007.UAC/OPTI.
```

- (a) Message key to void an unserialized article record.
- (b) LEADS Index Number of the record to be voided.
- (c) Unserialized Article Classification Code for 'Optical Goods and Cameras'.

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STOLEN ARTICLES (20)

X. VOIDING (Continued)

D. VOID ACKNOWLEDGMENT -- Every void message will be acknowledged either by a reject message or, if successful, by the following:

1. Successful Void Acknowledgment

(a) (b)	(c)
cdcVOID	LDS/A9500333

- (a) CDC of the terminal which sent the void message.
- (b) Indication that the record was successfully voided.
- (c) LEADS Number of the record that was voided.

2. Rejected Void Message -- Any response other than the message above indicates that your void message was rejected and that the record in question is still on file. You should correct the error and resend the void message.

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STOLEN ARTICLES (20)

XI. CANCELLING A RECORD

- A. WHAT IS CANCELLING? -- Cancelling is the process of removing a record from LEADS and NCIC that has served its purpose and is no longer active. You can only cancel a record that was entered from one of the terminals in your agency. Once a record is cancelled, it may not be retrieved by an on-line inquiry. If a copy of the record is needed, the LEADS Staff can retrieve it from the permanent, off-line file.
- B. WHEN TO CANCEL -- When a stolen article is recovered, the LEADS/NCIC record should be cancelled immediately.
- C. HOW TO CANCEL -- An article cancel message contains the message key, the LEADS Record Index Number, and the article's Serial Number(s), Owner-Applied Number, or Unserialized Article Classification Code.
1. Cancel Message Keys -- Cancel messages for the Article File require two basic message keys. A third key is provided for training purposes. (LFR.FCANC. is used to call the format.)

LCA is used for Single Serialized and Unserialized Article

LCAA is used for Consecutively Serialized Article records.

LTAC is used only for training purposes to 'Cancel' Article records. (The record on file is not actually affected.)

2. Sample Cancel Messages

Single Serialized Article Record (Free-Form)

(a) (b) (c) (d)
LCA.LDS/A952225Ø.OAN/IL23456.ILØ75ØØØØ.

- (a) Message key to cancel a stolen article record.
(b) LEADS Number of record to be cancelled.
(c) Owner-Applied Number from the record to be cancelled.
(d) Recovering agency's ORI. Notice there is no Field Code preceding the data.

Note: The Recovering Agency ORI Field is optional, but its use is encouraged. It will not appear in the acknowledgment message, but will be logged in the permanent off-line history file and could be used as a special investigative tool.

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XI.C.2 Sample Cancel Messages (Continued)

Consecutively Serialized Articles Record (Screen Format LFR.FCANC.)

Whether you want to CANCEL one or a few articles in a Consecutively Serialized Articles record, you must CANCEL the entire record and then re-enter the record(s) accordingly. For example, to CANCEL all or any part of an article record with the SER/39560 - 39600, you would CANCEL the entire record as follows:

```
LC AA    LDS/ A9577732
SER / 39560-39600
RECOVERING AGENCY ORI IL0721000
```

INSTRUCTIONS:

1. COMPLETE MSG KEY FOR FILE DESIRED.
2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.
5. INSERT ORI OF RECOVERING AGENCY.

Unserialized Article Record (Free-Form)

```
(a)      (b)      (c)  (d)
LCA.LDS/A9522711.UAC/TEXT.IL0451900.
```

- (a) Message key to cancel an unserialized article record.
- (b) LEADS Index Number of the record to be cancelled.
- (c) Unserialized Article Classification Code for 'Textiles'.
- (d) Recovering agency's ORI. Notice there is no Field Code preceding the data.

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STOLEN ARTICLES (20)

XI. CANCELLING A RECORD (Continued)

D. CANCEL MESSAGE ACKNOWLEDGMENT -- Every cancel message will be acknowledged either by a reject message or, if successful, by the following:

1. Successful Cancel Acknowledgment

(a) (b) (c)
cdcCANCEL LDS/A9005560

- (a) CDC of the terminal which sent the cancel message.
- (b) Indication that the record was successfully cancelled.
- (c) LEADS Number of the cancelled record.

2. Rejected Cancel Message -- Any response other than the message above indicates that the cancel message was rejected and that the record in question is still on file. In this situation, correct the error and resend the cancel message.

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STOLEN ARTICLES (20)

XII. PURGING

- A. SINGLE AND CONSECUTIVELY SERIALIZED ARTICLE RECORDS -- Serialized Article records remain in the file during the year of entry plus one additional year. If the record is Located, then it is purged automatically in 10 days.
- B. UNSERIALIZED ARTICLE RECORDS -- Unserialized Article records remain in the file for 60 days before being purged. If the record is Located, then it is purged automatically in 10 days.
- C. PURGE NOTIFICATION OF THE ENTERING TERMINAL -- After Article records are purged, a listing of these records is mailed to each entering terminal agency.
- D. RETRIEVING PURGED RECORDS -- Once a record has been purged, it cannot be retrieved by on-line inquiry. However, if the need arises, any purged record can be retrieved by the LEADS Staff from the permanent, off-line file.
- E. RE-ENTRY OF PURGED RECORDS -- If the originating authority plans to maintain an open case file or for any reason believes that a purged record would still be valuable in the on-line file, the ORA may re-enter the purged record. Re-entry is done by exactly the same procedure as the original entry.

BOATS
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Chapter 21A

STOLEN BOATS

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Chapter 21B

BOAT REGISTRATIONS / TITLES

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I. INTRODUCTION

Included in this chapter are details on the Illinois Stolen Boat File which are covered in Sections II through XII, and the Illinois Boat Registration/Title File, beginning with Section XIII. The latter file is physically located on the LEADS computer and is maintained by the Department of Conservation (DOC).

The following paragraphs serve to introduce the Stolen Boat File.

A. STOLEN BOAT FILE

1. Definition -- For the purposes of this chapter, a "boat" is defined as:

"A vessel for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion."

2. Purpose of the Stolen Boat File -- The main purpose of the LEADS and NCIC Boat Files is to provide assistance to all law enforcement agencies in the recovery of stolen boats. The LEADS file also serves to assist in the recovery of stolen boat engines and outdrives. The NCIC Boat File does not deal with engines and outdrives.

3. What's in the Stolen Boat File?

- a. Kinds of Data -- Each record in the file describes one specific stolen boat and serves as a computerized index to a related active case file which is held by a law enforcement agency. If an engine and/or an outdrive unit* was installed on the boat at the time of theft, it is important that the serial number(s) also be in the LEADS Stolen Boat record to serve as an index. However, you must also enter the engine and/or outdrive unit into the Stolen Article File. The engine and/or outdrive information will not be sent to NCIC since NCIC does not provide for engine and outdrive data in its Boat file. The data is coded into 33 fixed data fields in the LEADS record and into 16 fixed data fields in the NCIC record. Most records will not include data in all of the available fields. Information found in this file can be grouped into six categories:

- (1) Boat Description
- (2) Engine Description (LEADS only)
- (3) Outdrive Serial Number (LEADS only)
- (4) Registration Data
- (5) Originating Authority
- (6) Administrative Data

* An outdrive unit is the component of an inboard/outboard power unit which is attached to the lower, external part of the transom and contains the drive gears, universal joints, and the propeller. It is also referred to as the "lower joint".

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I.A.3. What's in the Stolen Boat File? (Continued)

- b. Boats Registered by Any State -- The LEADS Boat File may contain records on boats registered and licensed by any state.
- c. Unlicensed Boats -- A new boat stolen from the dealer and not registered or licensed at the time of theft can be entered in the Boat File, provided a hull serial number is permanently affixed to the boat.

- 4. What Should Not Be in the Stolen Boat File? -- Boat engines and outdrives not stolen as part of a boat should not be in the Stolen Boat File. All boat engines and outdrives, including inboard engines which are actually automobile engines, whether stolen with the boat or not, should be entered in the Stolen Vehicle File as parts. See page VEH-132. Boat accessories such as fishing and navigation equipment should also be entered in the Article File. Enter boat trailers in the Stolen Vehicle File.

5. Where Records Originate

- a. LEADS Records -- All records in LEADS are entered only by Illinois agencies through terminals connected to LEADS.
- b. NCIC Records -- The records in NCIC are entered by departments nationwide including Illinois departments entering through LEADS.

-
- B. BOAT REGISTRATIONS/TITLES -- Details on Boat Registrations and Titles are covered later in this chapter beginning with Section XIII. See page BOAT-301.

II. HOW TO INQUIRE INTO/SEARCH THE STOLEN BOAT FILE

A. IDENTIFIERS USED FOR ON-LINE INQUIRY

To search the Stolen Boat Files (LEADS and NCIC), you must have a certain minimum amount of information (identifiers) about the boat in question. Data beyond the minimum could be useful, both for the inquiry and for confirming the validity of any "hits" that might result. To maximize your chances of finding the correct record, use as many identifiers in your inquiry as you have available.

1. Minimum Identifiers for Boat Inquiries -- As a minimum, any one of the following identifiers may be used to search the Boat File:

- a. BHN (Boat Hull Number)
- b. REG (Boat Registration/Document Number)
- c. ESN* (Boat Engine Serial Number)
- d. OSN* (Boat Outdrive Serial Number)
- e. LDS (LEADS Record Index Number) -- This inquiry may be useful if you want to retrieve a copy of a specific boat record in LEADS, possibly one your department entered.
- f. NIC (NCIC Record Index Number) -- Allows retrieval of a specific record in the NCIC Boat File.

2. Identifiers for Engines, Outdrive Units and Accessories Inquiries -- LEADS builds a Stolen Article File index for both the Engine Serial Number (ESN) and Outdrive Serial Number (OSN) if they are present in an Enter Boat transaction. These indexes "point" to the Boat master record when an inquiry is performed in the Article File. This cross-reference is designed to notify an agency that has recovered an engine or outdrive unit that the item was attached to a boat when stolen.

* If a Stolen Article File inquiry is run using the serial number of an engine or outdrive, the inquiry will search the LEADS Stolen Article File and the NCIC Stolen Article File and if the serial number had been entered in the Stolen Boat Record, then the inquiry will also search the LEADS Stolen Boat File.

II.A. IDENTIFIERS USED FOR ON-LINE INQUIRY (Continued)

3. BHN and REG: Multiple Identifiers -- In a single inquiry message, you may include both the BHN and REG identifiers. The computer treats such a message as two separate inquiries; i.e., it will search separately for records with matching hull number and matching registration number. This makes it possible to hit a record with matching BHN but a different registration number or vice versa. Here is an example:

Your inquiry is: LZB.BHN/SMK18291M79K.REG/IL7232FD.

May hit: BHN/SMK18291M79K.REG/IL6280AB. (Match on BHN)

BHN/SSK70V060778.REG/IL7232FD. (Match on REG)

4. Including RES and REY -- A free-form inquiry by registration number (REG) may include either RES or REY or both. However, this is not recommended because the outcome of the LEADS and NCIC Stolen Boat Files searches will not be affected in any way by RES or REY. Furthermore, RES and REY will have no affect on a registration check of the Department of Conservation's computer file.

B. ON-LINE INQUIRY MESSAGE KEYS

1. Basics -- The basic free-form message key is 'LZB'. With the FINQ screen format, the basic key is 'Z '. The number of files searched by a single inquiry message is determined by the suffix added to the basic message key. Here are the available suffixes and what they do:

<u>MKE SUFFIX</u>	<u>MEANING</u>
Blank or None	Search LEADS and NCIC Stolen Boat Files
2	Search LEADS/NCIC Stolen Boat Files and Illinois Boat Registration/Title File

2. Using the Inquiries Table -- A detailed analysis of boat inquiry message keys, identifiers, sample free-form inquiries, and the file(s) searched is provided in the BOAT ON-LINE INQUIRIES TABLE.
 - a. Finding a Msg. Key for a Specific File Combination -- If you have in mind that you need certain files searched and want to know what message key and identifiers to use, study column E (FILES SEARCHED) until you find the combination you are interested in. Then follow across to columns B and C.
 - b. Finding What Files Are Searched With a Given Key -- If you are using a particular combination of identifiers and message key and want to know what files are being searched, find the key and identifiers in columns B and C. Then follow over to column E.

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STOLEN BOATS (21A)

BOAT ON-LINE INQUIRIES TABLE

BOAT ON-LINE INQUIRIES TABLE

A. LINE	B. MESSAGE KEY	C. PRIMARY	D.	E. FILES SEARCHED
NO.	FORMAT	FREE-FORM IDENTIFIER	SAMPLE FREE-FORM INQUIRY	
1	Z	LZB.	BHN	LZB.BHN/PHR12598M72B.
				LEADS & NCIC Stolen Boats.
2	Z	LZB.	REG	LZB.REG/IL2245RB.
				LEADS & NCIC Stolen Boats.
3	Z2	LZB2.	BHN	LZB2.BHN/PHR12598M72B.
				LEADS & NCIC Stolen Boats & IL Boat Reg/Title.
4	Z2	LZB2.	REG	LZB2.REG/IL2245RB.
				LEADS & NCIC Stolen Boats & IL Boat Reg/Title.
5	Z2	LZB.	LDS	LZB.LDS/B8101555.
				Only LEADS Boats. Produces the one record matching the LEADS Number (LDS).
6	None	NZN.	NIC	NZN.NIC/B554215322.
				Only NCIC Boats. Produces the one record matching the NCIC Number (NIC).
7	Z	LZA.	(SER) ESN	LZA.SER/E52501.TYP/SINBOAR.
				NCIC Article File, LEADS Stolen Article and Stolen Boat Files.*
8	Z	LZA.	(SER) OSN	LZA.SER/022456.TYP/SOUTDRI.
				NCIC Article File, LEADS Stolen Article and LEADS Stolen Boat Files.*

* Search will only produce hits on boat records which contain a matching ESN or OSN Serial Number.

II. HOW TO INQUIRE INTO/SEARCH THE STOLEN BOAT FILE

- C. OFF-LINE STOLEN BOAT FILE SEARCHES -- On-line inquiries require that you know the complete BHN, registration number, engine serial number, or outdrive serial number. An on-line search is also limited to the file of currently active records. However, there may be cases where you would like to know if a boat is or was stolen, but you have only a partial BHN or registration number. Or, you may only know the boat manufacturer, or the boat's owner-given name, or model year, or the color of the boat in question.

Any information about the boat which corresponds to one of the data fields in a LEADS record (except the MIS Field) can be used for an off-line search. The more you know about the boat in question, the fewer possible "hits" you will have to investigate. However, information which cannot be found in a coded field within the LEADS record is of no value for conducting the search. For example, knowing that a boat is equipped with water skis or stereo tape deck is of no value to the off-line search because this data is not coded in the record. The MIS Field cannot be searched by the computer. Searches such as by BMA or EMA will give unpredictable results because there is no uniform procedure or code table for entering data in these fields.

1. Requesting An Off-Line Search -- To request an off-line search of the LEADS Stolen Boat File, send an administrative message to terminal KQC and include the following:
 - a. "REQUEST FOR STLN BOAT SEARCH."
 - b. Details about the boat in question.
 - c. Indication that only currently active records are to be searched or that active and cancelled records are of interest.
 - d. Name and telephone number of agency contact person on this case.
2. Results In 24-48 Hours -- Terminal KQC is only monitored from 0830-1630, Monday through Friday, excluding holidays. Messages sent to KQC at times when it is not being monitored are printed out and will be read when the operator arrives for the next monitoring period. An off-line search generally takes 24-48 hours to complete after the request has been read by the KQC terminal operator. Additional time may elapse before the hard copy report is received at the requesting agency.
3. What You Get -- The end-product of an off-line search is a computer listing of all data fields from every LEADS record which matched the identifiers you provided. The number of matches could be anywhere from zero to several thousand. When the number of matches is small, a member of the LEADS Staff will call the contact person (requestor) and discuss the results. Longer lists are mailed to the requestor for analysis.
4. NCIC Records Not Included -- A LEADS off-line search only covers records entered into the Illinois LEADS files by Illinois terminals. Records entered into NCIC from terminals in other states are NOT included in the off-line search.

III. RESPONSE INTERPRETATION

The LEADS computer acknowledges every inquiry with some kind of response message. The response message depends on the combination of message key and identifier(s) used in the boat inquiry and will result in one of five basic kinds of response message. They include the following:

- Reject (The inquiry was submitted incorrectly.)
- No Record On File or Negative Response
- Hit or Positive Response (A record found in LEADS and/or NCIC with matching inquiry identifiers.)
- Registration/Title Record from Illinois Department of Conservation Files
- System Status

The first three kinds of response and system status messages are explained in the following paragraphs. Registration/Title responses are covered later in this chapter beginning with Section XIII. See page BOAT-301.

- A. REJECTS -- A reject message almost always tells you that (1) your message cannot be understood or processed by the computer and (2) the computer will do nothing further until you send another message. Once you receive a reject message, you must correct your error and then try the inquiry again.

Reject messages appear in two forms:

1. Index Coded Reject Messages
2. RCDC REJ Messages ("Old Style")

Refer to pages VEH-9 and -10 in Volume 1 for explanations.

- B. NEGATIVE RESPONSES -- Every inquiry message that is not rejected normally causes certain files to be searched as listed in the BOATS ON-LINE INQUIRIES TABLE on page BOAT-5. When no matching record(s) is found, the computer returns a NO REC or negative response message. Here is what the NO REC responses look like:

1. NO REC LEADS Message -- When no matching record is found in the LEADS Hot Files, this is the message that will be returned:

Line (M) M/CAR 9-17
Line (Ø) CHF Ø2Ø581 12ØØ

Line (1) KSQ NO REC LEADS BHN/PHR12598M72B REG/IL2245RB

Line (M) is simply a copy of whatever you put in the M/ Field of your inquiry. If you did not use the M/ Field, there will be no Line (M) in the response.

Line (Ø) is the standard header for all LEADS Hot Files messages.

Line (1) begins with the CDC of the inquiring terminal. "NO REC LEADS" means no record was found containing the identifier(s) you inquired upon which is (are) repeated at the end of Line (1). It is advisable to double check the identifiers returned in the NO REC message with those you were given to inquire on.

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III.B. NEGATIVE RESPONSES (Continued)

2. Negative NCIC Response -- If your inquiry contains the appropriate message key for an NCIC file search but no matching record is found, the following type of message will be returned:

Line (M) M/CAR 9-17
Line (1) 1L01 NCIC RESPONSE
Line (2) IL0849600
Line (3) NO RECORD REG/IL2245RB
Line (4) NO RECORD BHN/ PHR12598M72B

Line (M) repeats data that appeared in the M/ Field of the inquiry.
Line (M) does not appear if the M/ Field was not used.

Line (1) indicates that the message came from NCIC.

Line (2) is the ORI of the terminal which did the inquiry.

Line (3) tells you that no record was found with the given identifier.

Line (4) only appears when you have inquired on both BHN and REG, and neither has matched a record on file.

Double check the identifiers in the response with those you were asked to inquire on to be sure no error has been made.

C. HITS AND POSITIVE RESPONSES

1. Action Steps Required On A Hit

When the identifier(s) in your inquiry matches data in a Hot Files record, the matching record is returned to your terminal. When this happens, the following Action Steps must be taken immediately in the order listed:

- a. COMPARE the identifiers in your inquiry to those in the hit response and determine why the hit was received. This should lead to one of two conclusions:

- (1) Invalid Hit -- An invalid hit contains identifiers that are neither an exact match nor a reasonably close match to the identifiers used in the inquiry. An invalid hit should not be disseminated to the inquiring source and does not establish reasonable grounds to seize the boat or to detain the occupant(s). Advise the inquiring source that there is no record on the boat and skip the remaining Action Steps.

- (2) Valid Hit -- A valid hit contains identifiers which exactly match or closely match the identifiers used in the inquiry. A valid hit establishes reasonable grounds to seize the boat and detain subjects. Proceed to the next step.

III.C.1. Action Steps Required On A Hit (Continued)

- b. INTERPRET--Carefully analyze the hit response message so as to understand the message key (MKE) and/or record label and the Miscellaneous Field (MIS). By this analysis, determine the following:

- (1) Is there any reason for caution?
- (2) Are weapons involved?
- (3) What are the primary identifiers?
- (4) Are there any conditions that may relate to the status of the hit?
- (5) Has the record been located (flagged) previously?

The final task in this Action Step is to obtain the inquiring officer's location if you do not already have it.

- c. ALERT the inquiring officer, utilizing the procedure that your department prescribes for initially advising the officer of a hit. (Some departments use a special tone signal, while others use a variety of special code signals. Every department should have a definite procedure to alert the officer.) ONLY AFTER the officer advises to "go-ahead," should you proceed to the next step.
- d. DISSEMINATE important details of the hit message to the inquiring officer by radio communications.
- e. CONFIRM or verify the status of the CHF record by contacting the originating agency via directed message. To confirm the hit means to verify that the theft report is still active and the boat inquired upon is identical with the boat described in the record. Be sure to obtain information concerning return of the stolen boat to its rightful owner.

An agency that receives a hit on a record containing the code NOAH (Notify ORI of All Hits) in the Miscellaneous (MIS) Field must advise the originating agency of the hit regardless of whether the location of the boat is known.

- f. LOCATE--After a valid hit has been confirmed with the originating authority, send a LOCATE message to "flag" each confirmed, matching CHF record. This indicates that law enforcement action has been taken by the recovering agency.

III.C.1. Action Steps Required On A Hit (Continued)

g. SERVICE--Service is the procedure for assembling, adding notes to, and filing the hard-copy printouts of the hit and all related directed messages. Here is what must be done to each piece of hard copy:

(1) Add notes telling how, when, and to whom the information was given.

(2) Sign and date the notes.

(3) File in your agency's Hit File. (File all pieces of hard copy related to a single hit as a group, i.e., clip or staple all sheets together.) The Hit File should contain all LEADS/NCIC hits received by your terminal and should be maintained near the terminal.

2. Hit is from LEADS or NCIC? -- LEADS and NCIC record formats are different. Therefore, to properly analyze a given record, it is important to determine whether the record was received from NCIC or LEADS. This is done by examining the first line of the message. (Will be the second line if you used the M/ Field in your inquiry.)

Examples of First Lines:

From LEADS: CHF 060781 1100

'CHF' stands for Computerized Hot Files.

From NCIC: 1L01 NCIC RESPONSE

It should be clear, from the examples above, where a particular hit came from.

3. LEADS Record Labels -- The last item in the second line of all positive responses from LEADS is a "label" which gives very important information about the record. Understanding this label is among the first steps of message analysis. The table on the opposite page can be used to obtain the full meaning of each possible label.

TABLE OF LEADS BOAT RECORD LABELS
(In alphabetical order by Record Label)

LEADS RECORD LABEL*	MEANING
LOC ... cdc	The codes or words between LOC and CDC mean the same as they would if LOC and CDC were not present. The LOC prefix means that the boat was previously Located by the agency with the given CDC, but the ORA is still holding its case file open. A record inquired on that was entered with one of the caution indicators A, F, Y, P, and S will, after it has been Located, return one of the record labels shown at left which will appear in the space between "LOC" and "cdc".
ARM-DANG (A)	
ARM-DANG PRNT (F)	
ARM-DANG SUICIDAL (Y)	
HOLD PRNT (P)	
SUICIDAL TEND (S)	
LOCATED cdc	The stolen boat was previously located by the agency with the given CDC, but the ORA still holds an open case file.
LOCATED OUT OF STATE	The stolen boat was previously located by an out-of-state agency, but the ORA still holds an open case file.
STLN ARM-DANG	Active case on a stolen boat, operator or thief believed to be armed and dangerous.
STLN ARM-DANG PRNT	Active case on a stolen boat, operator or thief believed to be armed and dangerous; hold for fingerprints.
STLN ARM-DANG SUICIDAL	Active case on a stolen boat, operator or thief believed to be armed, dangerous, and suicidal.
STLN HOLD PRNT	Active case on a stolen boat; hold for fingerprints.
STLN SUICIDAL TEND	Active case on a stolen boat; operator or thief believed to have suicidal tendencies.
STOLEN	Active case on a stolen boat.

* NCIC labels appear as translations of the Enter or Locate message key, and are different from LEADS labels. There is no table for the NCIC labels because they use no abbreviations.

III.C. HITS AND POSITIVE RESPONSES (Continued)

4. LEADS Hit Messages -- All LEADS Stolen Boat File hit messages begin with the standard CHF header line (Line 0) followed by exactly 11 lines from the record that was hit and end with "CONFIRM WITH ORA." Because many of the data fields are optional, as many as five other lines (Lines 3, 5, 6, 7, and 8) within the message may be partially or totally blank. Example 1 below shows where each data field would appear in a LEADS hit message on a record containing data in every field. (Typically, data would not be entered in every field.)

Example 1: LEADS Stolen Boat Hit -- The NCIC version of the same record is shown on page BOAT-14.

```
M)  M/CAR 9-18
0)  CHF  012781 1430

1)  ZKSQ LDS/B8100161 STOLEN
2)  DOT/010381 BCO/BLU/WHI BMA/CHRIS CRAFT BYR/78 BTY/CCR
3)  BMO/S215 BNM/SCORPIO BLE/35 PRO/IN
4)  HUL/WD HSP/CM BHN/STF855290778 REG/IL2245TT RES/IL REY/83
5)  EMA/CHRIS CRAFT ESN/S52605 EHP/375
6)  OSN/F25973 CGD/955042 HPT/PARK RIDGE
7)  MIS/TRLR TAKEN SEE NIC/V244561293 FISHING GEAR
8)  OCA/K-304
9)  ORA/PD RIVER GROVE IL
10) ENT/KRV OPR/BL TME/1428 DTE/012781 NIC/B157228137
11) CONFIRM WITH ORA
```

Line M indicates car number of officer requesting information.

Line 0 'CHF' identifies this message as having been created by the LEADS Computerized Hot Files.

- '012781 1430' is the date and time that the LEADS computer found the record. If your terminal and the communications line were operating correctly, you received the message at the date and time indicated. If your terminal was down, you received the message at a later time when your terminal was up again.

Line 1 The 'Z' (or Q or S) in the first position is taken from the message key used for the inquiry.

- Positions 2-4 (KSQ) give the CDC of the inquiring terminal.
- The complete meaning of STOLEN may be looked up in the Table of LEADS Boat Record Labels on page BOAT-11.

Line 2 Date of Theft and boat description fields - Color, Make/Manufacturer, Year, and Type (All Required Data).

Line 3 Boat Model, Name, Length, and Propulsion (All Optional Data). This line may be completely blank.

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III.C.4. LEADS Hit Messages (Continued)

- Line 4 Hull Material (Optional Data), Hull Shape (Required Data).
Either Hull Number, or Registration Number, State of
Registration, and Year Registration Expires must appear on
this line or all four fields may appear as shown here.
- Line 5 Engine Make, Engine Serial Number, Engine Horsepower (All
Optional Data). In many messages, this line will be
completely blank.
- Line 6 Outdrive Serial Number, Coast Guard Document Number, Boat
Home Port (All Optional Data). This line may be completely
blank.
- Line 7 Miscellaneous information to explain the case and to explain
any reason for caution.
- Line 8 Case number of the entering agency. May be missing since
this field is not required to be entered.
- Line 9 Agency that holds the theft report, "PD RIVER GROVE IL."
- Line 10 Who entered the record and when.
- The presence of an NIC Field indicates the record is also
entered in NCIC. The NIC Field will not appear if there is
no corresponding record in NCIC.
NOTE: You may, on occasion, receive a response that shows
the NIC Field like this: NIC/ZZZZZZZZZZ. See NCIC Record
Index Number Field Description, BOAT-162.
- Line 11 Reminder to confirm with the ORA that the record is still
active before taking further action.

III.C. HITS AND POSITIVE RESPONSES (Continued)

5. NCIC Hit Messages

Example 2: NCIC Stolen Boat -- The following example is the same case shown for LEADS in Example 1. See page BOAT-12.

- 0) 1L01 NCIC RESPONSE
- 1) IL08496Q2
- 2) MKE/STOLEN BOAT
- 3) ORI/IL0169500 REG/IL2245TT RES/IL REY/83 HUL/WD
- 4) BHN/ STF855290778 PRO/IN BMA/B0AT BTY/CRU BLE/35 BCO/BLU/WHI
- 5) DOT/010381 OCA/ B8100161
- 6) MIS/CHRIS CRAFT-TRLR TAKEN SEE NIC/V244561293
- 7) NIC/B157228137
- 8) ORI IS RIVER GROVE PD IL
- 9) IMMED CONFIRM RECORD WITH ORI

Explanation:

- Line 0 Tells you the record is in the NCIC Files.
- '1L01' -- The L in the second position always means this is the last or final record from NCIC. The '01' tells you that this is the first NCIC record. If there had been three NCIC records hit, the response message blocks (records) would be tagged 1001, 1002, and 1L03 respectively.
- Line 1 ORI of the terminal that ran the inquiry.
- Line 2 Translation of the Enter (or Locate) message key which created this record.
- Line 3 'ORI/IL0169500' is the ORI of the agency holding the theft report.
- The remaining fields describe the boat registration and hull material, if entered. Some or all of these fields may be missing in other responses.
- NOTE: Fields will not always appear on the same lines as shown in the example, but they will always appear in the same sequence.
- Line 4 BHN, BMA, and BTY will always appear in the message. BMA will always be "B0AT" in an NCIC response. The actual Boat Make/Manufacturer is shown in the MIS Field. PRO, BLE, and BCO may be missing in some responses.

III.C.5. NCIC Hit Messages (Continued)

- Line 5 Date of Theft (DOT) and the OCA will always appear in an NCIC record. Note that the OCA field for a record from an Illinois agency always contains the record number (LDS) of the corresponding record in LEADS. Compare with Example 1, Line 1.
- Line 6 The MIS Field of an NCIC response should first show the Boat Make/Manufacturer followed by the model, if available. The MIS Field of an NCIC record entered through LEADS (as in the example) automatically begins with the BMA followed by a hyphen and then the data that was entered in the MIS Field. Note that this reduces the size of the NCIC MIS Field for other data. Compare with Line 7 of the LEADS hit example on page BOAT-12.
- Line 7 The NCIC index number for this record.
- Line 8 Translation of the entering agency's ORI is found in Line 3.
- Line 9 Reminder to confirm that the record is in fact still active. This reminder will not appear if you have hit your own agency's record.

- D. SYSTEM STATUS MESSAGES -- When you have just run an inquiry, these messages generally tell you that one or more of the file searches you have requested cannot be handled or will be delayed. Nearly all system status messages begin with an index code which allows you to look up a complete explanation in Chapter 15, if the message is not self-explanatory.

Example: NIC1 NCIC SLOW

In this example, 'NIC1' is the index code.

IV. "LOCATING" BOAT RECORDS

- A. WHAT IS "LOCATING?" -- Locating is the procedure for adding a notation or "flag" to another agency's stolen boat record to indicate that your agency has recovered the boat. LOCATING IS NOT A SUBSTITUTE FOR CONFIRMING THE RECORD'S STATUS with the ORA. The purpose of the Locate flag is to indicate that the boat has been recovered in the event another agency hits the same record before it is cancelled by the ORA.

B. WHEN IS LOCATING REQUIRED?

Once it has been established that two specific conditions have been met, it is your agency's responsibility to immediately send a Locate message. The two conditions are:

- (1) It has been confirmed that the record you hit pertains to the boat inquired on.
- (2) Your agency has actually recovered the boat. The Locate message causes information to be added to the specific record identified in that message.

If these conditions are met for more than one record (i.e., you hit more than one record pertaining to exactly the same boat), a separate Locate message must be transmitted for each individual record. (See Exception 2 below.)

C. EXCEPTIONS

1. You cannot Locate a record that was entered by your own department. Instead, cancel it.
2. A single Locate message for a LEADS record will be automatically sent to NCIC to locate the NCIC copy of the record.

D. HOW TO SEND A LOCATE MESSAGE

1. Record in LEADS -- The following procedure is appropriate for any record in LEADS. The NCIC 'copy' of a record entered into both LEADS and NCIC by the same Illinois ORA will automatically be located by the message for the LEADS copy of the record.

a. The Elements of a Locate Message Are:

Message Key (MKE);
LEADS Record Index Number (LDS) of record to be located;
BHN or REG from record to be located;
Locate Field Code (LOC) and your terminal's CDC

- b. The LEADS Locate Message Key is identical to the modify message key.

LMB.

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IV.D.1. Record In LEADS (Continued)

c. Sample LEADS Locate Message -- Recovered Boat

Let's suppose we are using terminal KZY and have recovered the boat represented by the record in Example 1 on page BOAT-12. Here are two ways to locate that record:

(1) (2) (3) (4)
LMB.LDS/B8100161.BHN/STF855290778.LOC/KZY.

or

(1) (2) (3) (4)
LMB.LDS/B8100161.REG/IL2245TT.LOC/KZY.

Field (1) is the message key.

Field (2) is the LEADS Record Number from Line (1) of the hit message on page BOAT-12 (Same as OCA field, Line (5) of the NCIC hit on page BOAT-14).

Field (3) is either the BHN or REG as shown.

Field (4) is the CDC (KZY in the example) of the recovering agency's terminal. Note that the CDC is preceded by the field code of LOC/ which can be thought of as meaning "Located by."

If you correctly format the Locate message, the computer will acknowledge that the record in LEADS (and NCIC) has been located by sending the following:

d. LEADS Modify Format to Locate -- You can also use the following modify format to locate a record in LEADS:

LFR.FMOD.

e. LEADS Locate Acknowledgment Message -- If you correctly format the Locate message, the computer will acknowledge that the record in LEADS (and NCIC) has been located by sending the following message:

(1) (2)
KZY MODIFY LDS/B8100161.

Line (1) The CDC of the terminal that sent the Locate message.

Line (2) LEADS Record Index Number of the record you located, even though the message says "MODIFY".

IV.D. HOW TO SEND A LOCATE MESSAGE (Continued)

2. Record in NCIC Only -- This procedure is followed when you have recovered a Boat entered into NCIC by a non-Illinois agency. In that case, the record will not be in LEADS. DO NOT use this procedure when the NCIC record is only a copy of a record in LEADS and both were entered by the same Illinois agency.

a. NCIC Locate Message Elements

Message Key.

NCIC Record Number (NIC).

Originating Authority's Case Number (OCA) from the record being located.

Date of Recovery in Month, Day, Year format (MMDDYY).

Recovering Agency's Case Number (Optional).

b. The NCIC Locate Message Key Is:

LLB.

Failure to use this message key for a boat record being located will result in the following reject message:

1L01 NCIC RESPONSE
IL0RI0000 (Your ORI)
REJ MKE ERR

c. Sample NCIC-Only Locate Messages -- Recovered Boat

(1)	(2)	(3)	(4)	(5)
LLB.NIC/B522264155.OCA/P-307.021381.556.				

Field (1) NCIC Locate Message Key.

Field (2) NCIC Record Index Number of record to be located.

Field (3) Originating Authority's Case Number taken from the NCIC record.

Field (4) Date of recovery (021381); must be six digits in length. Note that there is no field code preceding the date.

Field (5) Optional case number of the recovering agency; can be from 1 to 9 positions long. Note that there is no field code preceding your case number.

d. Successful NCIC Locate Acknowledgment Message:

1L01 NCIC RESPONSE
IL0RI0000 (Your ORI)
LOCATED NIC/B522264155

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IV. "LOCATING" BOAT RECORDS (Continued)

E. NCIC AUTOMATIC LOCATE NOTIFICATION

1. What Is Locate Notification? -- When any department in the nation successfully posts (sends) a Locate message against an NCIC boat record, the originating terminal of the located record is automatically sent a Locate Notification Message. The Notification Message is immediately followed by a second message which includes a portion of the located record. The Locate Notification Message and its companion follow-up message are sometimes referred to as "dollar sign L" messages.
2. Sample NCIC Locate Notification Messages --The sample messages below illustrate what would be received at the entering terminal if PD Milwaukee WI located the stolen boat record shown in Example 2 on page BOAT-14. (This corresponds to the LEADS record shown in Example 1 on page BOAT-12, but a Milwaukee PD terminal would not see the LEADS file version.)

Part 1 0) FROM NCIC
 1) \$.L.IL0169500
 2) LOCATE NOTIFICATION AT 1520 EST 012981.
 3) 1L01 &.LB.WIMPD0000.BHN/STF855290778.OCA/B8100161.012981
 4) LOCATING ORI IS MILWAUKEE PD WI

Part 2 5) FROM NCIC

 6) \$.L.IL0169500
 7) MKE/LOCATED BOAT
 8) ORI/IL0169500 REG/IL2245TT RES/IL REY/83 HUL/WD
 9) BHN/ STF855290778 PRO/IN BMA/B0AT BTY/CRU BLE/35 BCO/BLU/WHI
 10) DOT/010381 OCA/ B8100161
 11) 012981 WIMPD0000
 12) NIC/B157228137

Part 3 13) CHF 012981 1420
 14) CHF24 LDS/B8100161 LOCATED--1420 012981 BY WIMPD0000

Explanation of NCIC Locate Notification Message

Message Part 1 -- NCIC Summary of the Locate Transaction

Line 0 identifies the source of the message and is the first line of the 2-line block header.

Line 1 identifies this as a "dollar sign L" or Locate Notification message and concludes the 2-line block header. The number 'IL0169500' is the ORI of the agency that received this message (the ORI of the located record).

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IV.E.2. Sample NCIC Locate Notification Messages (Continued)

Line 2 describes message type and when, in Eastern Standard Time, the locate was processed by NCIC.

Line 3 '1L01' identifies NCIC as the source of the message. (If the record had been located by an Illinois terminal, the LEADS Record Number (B8100161 in the example) would appear in the space immediately following the 1L01.)

- 'LB' means "Located Stolen Boat Record".
- 'WIMPD0000' is the ORI of the agency that recovered the Boat and sent the Locate message to NCIC.
- BHN and OCA are two identifiers from the original record used in the Locate message. REG and NIC could have been used.
- '012981' is the date that the record was located.

Line 4 translates the ORI given in Line 3 and ends Part 1 of the three-part message.

Message Part 2 -- Complete Copy of Located NCIC Record

Lines 5 and 6 repeat the standard block header.

Lines 7-12 present the complete NCIC record as it would appear in a hit message after the record is located. Note that in line 7 "STOLEN BOAT" is changed to "LOCATED BOAT". Also, in Line 11, the MIS field is replaced with the date the record was located and the locating ORI. Although not shown here, the locating agency's case number may appear here.

Message Part 3 -- LEADS Summary of the Locate Transaction

Line 13 is the standard header of all messages that originate from the LEADS Hot Files.

Line 14 is a coded (CHF24) message that gives a summary of the locate. The time is Central Standard Time as provided by the LEADS computer.

F. WHEN YOUR RECORD IS LOCATED

1. Normal Circumstances -- When a boat is recovered and the LEADS/NCIC records have been located, the records have served their intended purpose -- to aid in recovery. Therefore, when a Locate Notification message is received on one of your department's records, you should immediately cancel the record. Failure to cancel a Located record will result in the record being automatically purged within approximately seven days of the date it was located.

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IV.F. WHEN YOUR RECORD IS LOCATED (Continued)

2. Locate Notification Without Confirmation -- Note that, on occasion, you may receive a Locate Notification message without ever having been contacted by the locating agency regarding the status of your case. In this event, it may be wise to contact the locating agency to confirm that they have actually recovered the boat described in the located record.
3. Incorrect Locate -- If a record has been located by mistake, there is no way to remove the Locate "flag." The only alternative is to void the located record and enter a new record.

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V. ENTERING BOAT RECORDS

The LEADS Regulations and Policies contained in Chapter 30 require that all law enforcement agencies with terminal access to the LEADS Hot Files will enter into LEADS all warrants and stolen property reports for which the minimum required identifiers are available.

A. REQUIREMENTS FOR LEADS ENTRY

1. Theft Report -- In order to enter a boat as stolen, your department or the department for which you provide LEADS services must have a theft report in an active case file. This means, of course, that the boat has not been recovered at the time of entry.
2. Unreturned Rental or Loaner -- A loaned, rented, or leased boat that has not been returned may not be entered unless an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.
3. Minimum Identifiers -- To index (enter) a record in LEADS and NCIC, a minimum amount of data about the boat is required to provide a means of identifying the boat in the event it is recovered. The computer will reject an attempt to enter a record without the minimum data. You may enter a record that contains only the minimum; however, the best policy is to enter as many identifiers as you have available and include pertinent notes in the Miscellaneous Field.

The following list represents the minimum identifiers needed to enter a stolen boat record:

BMA - Boat Make*
BTY - Boat Type
HSP - Hull Shape
BYR - Boat Model Year

EITHER

BHN - Boat Hull Number

OR

REG - State Registration Number
RES - Registration State
REY - Registration Year

Either BHN or the three-field group of REG, RES, and REY must be in the message for initial entry. An unrecovered stolen boat record without a Boat Hull Number will remain in the file for 90 days before being automatically removed at the first Boat File purge following the minimum 90-day retention period. (If in doubt as to whether or not a record has been purged, run an inquiry by LDS or REG number. If you get a "hit", the record is still on file and the BHN can be added.)

* When the manufacturer is not known and the boat is not homemade, the boat **MUST NOT BE ENTERED**. "HOME BUILT" should be entered to identify serialized home built boats. "KIT BUILT" should be entered to identify boats constructed from a kit where the manufacturer's identity is not displayed on the boat.

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V.A.3. Minimum Identifiers (Continued)

In addition to the boat identifiers listed on the previous page, a minimum entry message must also contain:

MKE - Message Key

DOT - Date of Theft

ORA - Originating Authority Name

ENT - Entering Terminal's CDC

OPR - Entering Operator's Initials

4. No Duplicates -- You may not enter the same boat twice; the computer will reject the second attempt and will issue a coded reject message. See page BOAT-27, Section V,H. It serves no purpose for one department to have multiple records in LEADS/NCIC for the same boat. However, if all of the above requirements are met, you may enter a boat that has already been entered by some other department.

B. REQUIREMENTS FOR NCIC ENTRY

By using the message key, LEB, every record you have successfully entered into LEADS will also be sent to NCIC. Although NCIC does not use as many fields as LEADS, any changes or modifications that might be necessary for NCIC are done automatically by the LEADS computer. The differences between LEADS and NCIC field codes are explained fully in Section VII, Field Descriptions and Codes.

C. PARTIAL RECOVERIES

1. Boat Recovered, Engine or Outdrive Missing -- Assume you have entered a stolen boat record including the engine and/or outdrive identifiers. Remember, the engine and/or outdrive information in a Stolen Boat record goes only to LEADS, not NCIC. You should also have entered the engine and/or outdrive information into the LEADS and NCIC Stolen Articles File. Suppose that the boat is recovered, but not the engine and/or outdrive. You must cancel the entire boat record (see Section XI of this chapter). It is not possible to modify the original stolen boat record to remove the boat descriptors and leave engine and/or outdrive data. (The same would apply to other boat accessories that had originally been attached to the stolen boat and not recovered with it.)
2. Engine and/or Outdrive Recovered, Boat Missing -- Assume you have entered a single stolen boat record that includes information about the engine and/or outdrive unit. Then, the engine and/or outdrive are recovered, but not the boat. In this case, you should MODIFY the original boat record to remove the engine and/or outdrive identifiers and cancel the Stolen Article Record(s). (The same would apply to recovered boat accessories that had been shown in the Stolen Boat record MIS Field.)

V. ENTERING BOAT RECORDS (Continued)

D. GENERAL ENTRY PROCEDURES

At this point, you should have been given a theft report or some other document from which to enter a record into the Boat File. It is recommended that all seven of the following steps be performed to complete the entry correctly.

1. Review Requirements for Entry -- Review the requirements in paragraphs V.A and B to be sure the boat you have been asked to enter meets all the requirements for entry.
2. Study Sample Enter -- Turn to the sample in Section VI, Sample Enter Messages. This will help you plan your entry and determine if you have the minimum identifiers.
3. Obtain Necessary Codes -- In Section VII are all of the codes you will need. It is suggested that you look them up and write them on the document you will be keying from.
4. Choose Free-Form or Format -- If you have a teletype terminal, you must enter in free-form mode. The sequence of fields for free-form entry is given in paragraph E which follows. If you have a CRT terminal, you may enter in free-form at the top of the screen; or you may use the Boat Enter Format. Obtain the format by keying LFR.FEB.
5. Key the Data -- Punch a paper tape or key the data into the CRT. Double check your keying. Then transmit the message to the computer.
6. Check Acknowledgment Message -- When the computer has accepted your entry and placed it on file, it will return a copy of the record to your terminal (see paragraph F which follows). You should compare the data in this message with the document you entered the record from to be sure that no errors have been made. Any errors should immediately be corrected by Modification (see Section VIII.)
7. Retain Acknowledgment Message -- LEADS Regulations as found in Chapter 30 require that the printout of the Enter Acknowledgment Message be retained in the entering agency's Active Messages File.
8. Inquiry to Check Message in NCIC -- You may want to do an inquiry on a record you have just entered to verify the information sent to NCIC and to check the NCIC number. If you receive the response, NIC/ZZZZZZZZZZ, turn to the NCIC Record Index Number Field Description, BOAT-162 for an explanation.

V. ENTERING BOAT RECORDS (Continued)

E. FREE-FORM ENTRY

In free-form entry, it is important to key each data field in the proper sequence. The end of one data field and the beginning of the next is designated by a period. All fields must be accounted for by a period, even if there is no data to be entered. Every free-form boat enter message must have exactly 28 periods. On the CRT screen, the data in one field may not begin on one line and end on the next, except for the MIS Field.

1. Free-Form Field Sequence

```
Line (1)  MKE.TMP.  
Line (2)  DOT.BCO.BMA.BYR.BTY.  
Line (3)  BMO.BNM.BLE.PRO.  
Line (4)  HUL.HSP.BHN.REG.RES.REY.  
Line (5)  EMA.ESN.EHP.  
Line (6)  OSN.CGD.HPT.  
Line (7)  MIS.  
Line (8)  OCA.  
Line (9)  ORA.  
Line (10) ENT.OPR.
```

All free-form Boat File enters must be formatted in a minimum of 10 lines in the exact sequence as shown above. If the MIS Field is omitted (designated by one period) or is less than 43 characters, it will fit on one line and the complete enter will require exactly 10 lines. If the MIS data includes Temporary Miscellaneous data (positions 43 through 143), the MIS Field may take up to 3 lines, making the entire message a maximum of 12 lines in length.

2. Sample Free-Form Enter Message

Problem: Using a free-form message, enter a black, 20-foot, 1977 tri-hulled Chrysler cabin cruiser named Capricorn that was stolen from the trailer at the owner's residence on May 5, 1981. There were a shotgun and fishing gear in the cabin. The boat's outer hull material is steel; the hull number is LUNH0045M77C. The boat has a 175-HP Chrysler engine, number R22546. The OSN and CGD are not known at this time. The home port is Carbondale. Assume that you are entering as operator BL, from terminal KVB, under case number TEST 81-1. The shotgun was entered in the Stolen Gun File; the engine and outdrive were later entered in the Stolen Articles File.

```
Line (1)  LEB-A..  
Line (2)  050581.BLK.CHRYSLER.77.CCR.  
Line (3)  .CAPRICORN.20..  
Line (4)  ST.TH.LUNH0045M77C....  
Line (5)  CHRYSLER.R22546.175.  
Line (6)  ..CARBONDALE.  
Line (7)  SHOTGUN SEE NIC/G000085552.  
Line (8)  TEST 81-1.  
Line (9)  PD CARBONDALE IL.  
Line (10) KVB.BL.
```


V.E.2. Sample Free-Form Enter Messages (Continued)

Note that eight fields were not used (represented by periods only) because no data was given: Temporary Data (TMP) in Line (1), Boat Model and Propulsion in Line (3), Registration Number, State, and Year in Line (4), and Outdrive Serial Number and Coast Guard Document Number in Line (6).

F. ENTER ACKNOWLEDGMENT MESSAGE

If the LEADS computer accepts your enter message, it will return a copy to your terminal with your CDC and the LEADS record number (LDS) added to the first line and the time and date of entry added to the last line. This is called an Enter Acknowledgment Message. The acknowledgment for the message on the previous page would be:

```
Line (0)   CHF 050581 1405
Line (1)   KZY B8100350.LEB-A..
Line (2)   050581.BLK.CHRYSLER.77.CCR.
Line (3)   .CAPRICORN.20..
Line (4)   ST.TH.LUNH0045M77C....
Line (5)   CHRYSLER.R22546.175.
Line (6)   ..CARBONDALE.
Line (7)   SHOTGUN SEE NIC/G000085552.
Line (8)   TEST 81-1.
Line (9)   PD CARBONDALE IL.
Line (10)  KVB.BL.1405.050581
```

Lines (1) through (10) correspond exactly to your original enter message. Line (1) includes your CDC and the LEADS Record Index Number (B8100350) assigned by the LEADS computer. Line (10) ends with the time and date (1405.050581) that the LEADS computer accepted the record.

G. REJECTS

If you receive any message in response to your enter message other than an Enter Acknowledgment, your message has been rejected. You will always receive some kind of a response. Most reject messages mention a particular field. If the error is not obvious, turn to the Field Description pages for the field mentioned and try to find the error. Also, check all fields in the enter message that precede and follow the mentioned field. Have you left out a period or added an extra period?

* The sample acknowledgment message above is correct for a free-form enter. However, when a record is entered with the LFR.FEB. screen format, the acknowledgment message has an extra line between Lines 7 and 8 of the sample shown above. This extra line provides space for the temporary portion of the MIS Field, even if no data was keyed there.

V. ENTERING BOAT RECORDS (Continued)

H. DUPLICATE ENTER ATTEMPTS -- Duplication is automatically determined to exist when an enter message contains either a BHN or an REG which matches a BHN or an REG on file. The descriptions of the two boats can be entirely different, but the computer will still declare that duplication exists based on identical BHN or REG Fields. Even two boats with identical BHN's but different REG's will be treated as duplicates.

1. Duplicate of Your Own Agency's Record -- It is not permitted for a single agency (terminal) to enter the same boat record into the Boat File a second time as long as the first record has not been cancelled or voided. When this is attempted, the following coded reject message will be received:

(1)	(2)	(3)	(3)	(4)
RcdcCHF61	REJ	BHN/DAG456861175	REG/IL2379DH	ON FILE B8100479

Field (1) is your CDC preceded by an 'R' for reject and followed by an Index Code.

Field (2) means your enter attempt has been rejected.

Field (3) is the BHN and REG which you have just tried to enter. A record that is already on file and that was entered by your CDC matches either the BHN or the REG or both.

Field (4) is the index number of the active record already on file.

2. Duplicate of Another Agency's LEADS Record -- When your agency enters a record which matches another agency's LEADS record by either BHN or REG, you will be notified of this fact immediately following the Enter Acknowledgment Message. Your message has been accepted into the file. Here is the message you will receive:

CHF 050681 1132

cdcAPPARENT DUP ENTRY MAKE Z INQ VOID DUP B8100102

"cdc" is your CDC. The number at the end of the message is the LDS number of the other agency's record. It is recommended that you retrieve that record and compare it with the one you just entered. It is also recommended that you advise the officer in charge of the case that another department is looking for the same boat.

3. Duplicate of an NCIC Record -- NCIC provides no advisory message if you duplicate an out-of-state agency's record.

V. ENTERING BOAT RECORDS (Continued)

J. CONTACT NOTIFICATION REQUEST (NOAH)

In some cases, detectives may wish to be advised of the fact that a particular boat was spotted by another agency, even if the boat was not recovered. When such notification is desired, enter "NOAH" in the MIS Field. NOAH means 'Notify ORI of All Hits.'

K. TRAINING ENTER MESSAGE

A special message key is provided when you wish to practice entry of stolen boat records: LTBE. The rest of the enter message format is exactly the same for training as it is for an actual enter.

When the computer receives a message beginning with LTBE, it analyzes (edits) the entire message the same as it would for any other enter. If it finds an error, it will send you the appropriate error message. If your training message is correct, no record is placed in the file, but you will receive the following message:

cdcTRAINING MSG FORMAT EDIT OK.

The training edit routine does not check for duplicates already on file. It merely determines that the message is formatted correctly and that the data meets all of the edit requirements.

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VI. SAMPLE ENTER MESSAGES

This section contains two sets of sample enter problems and formatted enter messages.

A. ENTER PROBLEM 1

Dispatcher BL, who works for PD Laketown, receives a theft report on a sailboat at 10:20 AM on April 10, 1981. The boat is blue, about twelve feet long, and has a center board. The boat, a 1980 model, was produced by Hobie Cat, Model HC553. Its hull shape is round bottom; outer hull material is fiberglass. The boat is registered in Illinois; the registration number and year of expiration are unknown. The boat's hull number is DGH54997M80C. The boat was kept at the town's lake. It is propelled by sail only; the sail was not attached at the time of theft and there were no other accessories in the boat. Printed in gold letters on the side of the boat is the name "Galileo". The case has been assigned number 81-350; the record will be entered from terminal KZY.

Sample Formatted Enter (Call Format with LFR.FEB.):

```
L EB TMP STOLEN LAKETOWN BEFORE 1020 4/10/81
DOT 041081 BCO BLU BMA HOBIE CAT BYR 80 BTY SBC
BMO HC553 BNM GALILEO BLE 12 PRO SA
HUL PL HSP RB BHN DGH54997M80C REG RES REY
EMA ESN EHP
OSN CGD HPT LAKETOWN
MIS NO SAIL TEMP MIS
OCA 81-350 ORA PD LAKETOWN IL ENT KZY OPR BL
```


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VI. SAMPLE ENTER MESSAGES (Continued)

B. ENTER PROBLEM 2

Dispatcher number 12, who works for PD Rivertown, receives a theft-in-progress report on a runabout at 4:15 PM on May 6, 1981. The boat, which is registered in Oklahoma, is a 1977, dark green Starcraft about twenty feet long with a tunneled hull shape. The boat's REG, which expires in 1982, is OK4494FB. A 115-horsepower Mercury outboard motor with serial number S253Y549 was attached at the time of theft. The boat was stolen from a motel parking lot along with its trailer and is to be held for fingerprints. The trailer was entered into the Stolen Vehicle File and the engine into the Stolen Article File which produced NIC/V088995722 and NIC/A003539267 respectively. This case has been assigned number 81-270; the record will be entered from terminal KTY.

Sample Formatted Enter (Call Format with LFR.FEB.):

```
L EB-P TMP STOLEN RIVERTOWN ABOUT 1615 5/6/81
DOT 050681 BCO DGR BMA STARCRAFT BYR 77 BTY RUN
BMO BNM BLE 20 PRO 08
HUL HSP TU BHN REG OK4494FB RES OK REY 82
EMA MERCURY ESN S253Y549 EHP 115
OSN CGD HPT
MIS SEE NIC/V088995722 & A003539267 TEMP MIS
OCA 81-270 ORA PD RIVERTOWN IL ENT KTY OPR 12
```

COMMENTS:

The information shown above in the MIS Field (NIC numbers for the trailer and engine records), was kept to a minimum because the MIS Field of the NCIC record will include the Boat Make/Manufacturer followed by the miscellaneous information that was entered. Since the field is only 42 characters in length, whatever exceeds that figure will be lost. (See page BOAT-159.)

If the engine is recovered, but not the boat, the Stolen Article Record should be cancelled, and the Stolen Boat Record should be modified. (See page Boat-167.)

You should obtain the BHN and add that information to the record; otherwise, the record will be purged from LEADS and NCIC after 90 days.

VII. FIELD DESCRIPTIONS AND CODES

A. FIELD DETAILS

The following pages provide a detailed description and specifications for each of the 33 data fields found in Boat File records and messages. Each field is described in a standard format with paragraphs labeled A thru L.

B. SUMMARY/INDEX

On the opposite side of this card is a summary and index for all Boat File data fields. The columns of the summary/index are identified by letters which correspond to the paragraph labels on the detail pages. For many situations, the summary may provide the answers to your questions without referring to the details.

C. CODES

The following fields also have code tables at the end of each description: Boat Color (BCO), Boat Type (BTY), Propulsion (PRO), Outer Hull Material (HUL), and Hull Shape (HSP).

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BOAT FILE DATA FIELD SUMMARY / INDEX

BOAT FILE DATA FIELD SUMMARY/INDEX

A.	B.	X. BOAT- PAGE # FOR DETAILS	Y. BOAT- PAGE # FOR CODES	C. NO. OF POSI- TIONS (LNTH)	D. CHAR- ACTER TYPES (1)	E. USED WITH INQ.?	G.1	G.2	G.3	H.
FIELD NAME	CODE					WHEN MODIFYING, YOU MAY REQD. FOR	ADD	CHANGE	DELETE	ENTER?
Message Key	MKE	123	124	3-5	C	Yes		Yes		Yes
Temporary Info. for Enter	(5) TMP	126		to 50	L,N,P	No				No
Date of Theft	DOT	127		6	N	No		Yes	No	Yes
Boat Color(s)	BCO	128	129	3,7	C	No	Yes	Yes	Yes	No
Boat Make/Manufacturer	BMA	130		to 20(4)	L,N(4)	No		Yes	No	Yes
Boat Model Year	(5) BYR	131		2	N	No		Yes	No	Yes
Boat Type	BTY	132	133	3	C	No		Yes	No	Yes
Boat Model	(5) BMO	137		to 20	L,N	No	Yes	Yes	Yes	No
Boat's Owner-Applied Name	(5) BNM	138		to 20	L,N	No	Yes	Yes	Yes	No
Boat Length	BLE	139		2	N	No	Yes	Yes	Yes	No
Propulsion	PRO	140	141	2	C	No	Yes	Yes	Yes	No
Hull Material	HUL	143	143	2	C	No	Yes	Yes	Yes	No
Hull Shape	(5) HSP	144	145	2	C	No		Yes	No	Yes
Boat Hull Number	BHN	146		to 12/20	L,N	Yes	Yes	Yes	(2)	(2)
Registration/Document Number	REG	148		to 9	L,N	Yes	(3)	Yes	(2)	(2)
Registration State	RES	150	VEH-137	2	C	No	(3)	Yes	(3)	(3)
Registration Year	REY	151		2	N	No	(3)	Yes	(3)	(3)
Engine Make	(5) EMA	152		to 20	L,N	No	Yes	Yes	Yes	No
Engine Serial Number	(5) ESN	153		to 15	L,N	No	Yes	Yes	Yes	No (6)
Engine Horsepower	(5) EHP	154		3	N	No	Yes	Yes	Yes	No
Outdrive Serial Number	(5) OSN	155		to 15	L,N	No	Yes	Yes	Yes	No (6)
Coast Guard Document No.	(5) CGD	156		to 6	L,N	No	Yes	Yes	Yes	No
Boat Home Port	(5) HPT	157		to 20	L	No	Yes	Yes	Yes	No
Miscellaneous (Permanent)	MIS	158		to 42	L,N,P	No	Yes	Yes	Yes	No
Miscellaneous (Temporary)	(5)	160		to 100	L,N,P			Yes	Yes	No

(Continued)

BOAT FILE DATA FIELD SUMMARY/INDEX (Continued)

BOAT FILE DATA FIELD SUMMARY/INDEX (Continued)

<u>A.</u>	<u>B.</u>	<u>X.</u> BOAT- PAGE # FOR DETAILS	<u>Y.</u> BOAT- PAGE # FOR CODES	<u>C.</u> NO. OF POSI- TIONS (LNGTH)	<u>D.</u> CHAR- ACTER TYPES (1)	<u>E.</u> USED WITH INQ.?	<u>G.1</u>	<u>G.2</u>	<u>G.3</u>	<u>H.</u>
FIELD NAME	FIELD CODE						ADD	CHANGE	DELETE	ENTER?
Originating Authority's Case #	OCA	VEH-151		to 9	L,N,P	No	Yes	Yes	Yes	No
Originating Authority's Agency	Name ORA	VEH-152		8-25	L,N,P	No	No	Yes	No	Yes
Entering Terminal CDC	(5) ENT	VEH-153		3	C	No				Yes
Entering Terminal Operator's										
Initials/ID (5) OPR		VEH-154		2	L,N	No	No	No	No	Yes
Time of Entry	(5) TME	VEH-155		4	N	No				
Date of Entry	(5) DTE	VEH-156		6	N	No				
NCIC Record Index Number	NIC	162		10	C,N	Yes				
LEADS Record Index Number	(5) LDS	163		8	C,N	Yes				

- (1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes only.
P = Certain punctuation marks and special characters.
- (2) Either BHN or REG, RES, and REY must be in a record. If REG, RES and REY are used, BHN may be omitted. The reverse is also true. However, if a BHN is not entered, the record will be purged after 90 days.
- (3) RES, REY and REG are treated as one field. If one is used, all must be used.
- (4) NCIC has only 4 positions which always contain the word "BØAT."
- (5) LEADS only. NCIC does not have this field.
- (6) If entered, a separate record should be entered into the Stolen Article File.

F I E L D D E S C R I P T I O N A N D C O D E S

- A. FIELD NAME: Message Key/Record Label
- B. FIELD CODE: MKE
- C. FIELD LENGTH: 3-5 positions free-form. 2-4 with the LFR.FEB. format.
- D. CHARACTER TYPE(S) ALLOWED: Specific letters, numbers, and the hyphen.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:

ADDED? N/A

CHANGED? Yes

DELETED? N/A

The message key, that is used for entry determines what information will be stored in a record. The message key "labels" the record as a stolen boat, or in the case of a stolen engine or outdrive, as a stolen article, or as a "located" record. When a suffix is added to a basic enter message key, additional information is stored with the record. How to change the label information is explained in Section VIII (Modification) of this chapter.

- H. ON ENTRY, DATA IS: Required
- J. PURPOSE/DEFINITION: The message key tells the computer what kind of message (enter, void, modify, etc.) you have sent it and which file(s) (Boats, Articles, Illinois Boat Registrations/Titles, NCIC, etc.) are involved.

When a record is entered, a caution indicator suffix may be added to the message key to denote special circumstances. See page BOAT-125. The caution indicator suffix causes a special warning label to appear in the first line of a hit response when the record is inquired upon and serves as a special alert for the operator and officer.

MESSAGE KEY (MKE) (Continued)

K. ALLOWABLE DATA AND EDITS:

Allowable Data -- The message key for a Boat File message must be taken from the following table:

MESSAGE TYPE	TO CALL CRT SCREEN FORMAT (1)	STOLEN BOAT BASIC MESSAGE KEY
INQUIRY	LFR.FINQ.	(See Inquiry Table, BOAT-5.)
ENTER	LFR.FEB.	LEB (2)
TRAINING ENTER	LFR.FEB.	LTBE
CANCEL	LFR.FCANC.	LCB
TRAINING CANCEL	(None)	LTBC
VOID	LFR.FVOID.	LXB
MODIFY	LFR.FMOD.	LMB
TRAINING MODIFY	LFR.FMOD.	LTBM
LOCATE		
LEADS	LFR.FMOD.	LMB
NCIC only (No LEADS)	(None)	LLB

NOTE: Stolen boat engines and outdrive units should be entered in the Stolen Article File, even though their serial numbers have been entered in a Stolen Boat record. See Chapter 20 for details.

- (1) SCREEN FORMATS -- The upgrade CRT screen formats generally provide the first one or two characters of the message key. When using a key from the table, do not repeat the characters which have been provided in the format. For example, the message key listed in the table for voiding a boat is LXB. The LFR.FVOID. format provides the LX. Therefore, you should only type in the B to complete the message key.
- (2) CAUTION INDICATORS -- When circumstances dictate, one of the suffixes on the following page should be added to the basic message key.

MESSAGE KEY (MKE) (Continued)

ENTER MKE CAUTION INDICATOR SUFFIXES TO LEB

SUFFIX (Includes hyphen)	WHEN TO USE
-A	Occupant(s) believed to be armed and dangerous.
-F	Occupant(s) believed to be armed and dangerous and you want the boat held for fingerprints when recovered.
-P	The boat is to be held for fingerprints.
-S	Occupant(s) believed to have suicidal tendencies.
-Y	Occupant(s) believed to be armed and dangerous and may have suicidal tendencies.

L. NOTES: 1. When any caution indicator suffix is used, give amplifying details in the Permanent MIS Field and enter an Add-On Record if necessary. This is especially important when you have reason to believe a weapon is involved.

2. When appropriate, ALWAYS add a caution indicator suffix to the message key, even if you plan to indicate caution in the MIS Field.

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FIELD DESCRIPTION

- A. FIELD NAME: Temporary Information for Enter Message
- B. FIELD CODE: TMP
- C. FIELD LENGTH: Up to 50 positions.
- D. CHARACTER TYPE(S) ALLOWED: All types. Only the period (.) is NOT permitted.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:

ADDED? N/A

CHANGED? N/A

DELETED? N/A

The data placed in this field is not stored in the computer file and therefore cannot be modified.

- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE/DEFINITION: To include, at the time of record entry, information of immediate but temporary value that will appear in the Enter Acknowledgment Message only. The contents of this field are NOT entered into the Boat File and are NOT forwarded to NCIC.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Any free-text notes or statements.

Edits -- None.

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STOLEN BOATS (21A)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Date of Theft
- B. FIELD CODE: DOT
- C. FIELD LENGTH: Always 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numbers only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required in all cases.
- J. PURPOSE/DEFINITION: Denotes the date the boat was stolen, regardless of when the record is entered into the computer file.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Any date in Month/Day/Year format. December 10, 1980, would be coded 121080.
- Edits -- Date must be 6 numerics, be valid in terms of the month, day, and year combination being a possible date, and cannot be more recent in time than the date of entry into the computer. For example, if the record is being entered on 010581, the DOT cannot be 010681.

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F I E L D D E S C R I P T I O N

- A. FIELD NAME: Boat Color(s)
- B. FIELD CODE: BCO
- C. FIELD LENGTH: 3 or 7 positions.
- D. CHARACTER TYPE(S) ALLOWED: Three-letter codes from the table on the following page and a "/" in the 4th position.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE/DEFINITION: To describe the one or two predominant colors of a boat or to indicate that a boat is multicolored.

BOAT COLOR(S) (BCO) (Continued)

K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Any of the 3-letter codes listed in the Boat Color Codes Table below.

BOAT COLOR CODES TABLE

<u>BCO</u>	<u>Color</u>	<u>BCO</u>	<u>Color</u>
SIL	Aluminum or Silver	CRM	Ivory or Cream
BGE	Beige	LAV	Lavendar
BLK	Black	MAR	Maroon or Burgundy
BLU	Blue	*	Multicolored
DBL	Blue, Dark	ONG	Orange
LBL	Blue, Light	PNK	Pink
BRZ	Bronze	PLE	Purple
BRO	Brown	RED	Red
MAR	Burgundy or Maroon	SIL	Silver or Aluminum
COM	Chrome or Stainless Steel	COM	Stainless Steel or Chrome
CPR	Copper	TAN	Tan
CRM	Cream or Ivory	TRQ	Turquoise
GLD	Gold	WHI	White
GRY	Gray	YEL	Yellow
GRN	Green		
DGR	Green, Dark		
LGR	Green, Light		

Two-Color Boats -- List the top or front color first followed by a "/" and then the bottom or rear color. Blue over silver is coded BLU/SIL.

*More Than Two Colors -- Use the BCO code MUL/COL and then list the actual colors in the MIS Field.

Example: BCO Field -- MUL/COL
MIS Field -- BCO/GLD STARFISH ON WHI.

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STOLEN BOATS (21A)

FIELD DESCRIPTION

- A. FIELD NAME: Boat Make/Manufacturer
- B. FIELD CODE: BMA
- C. FIELD LENGTH: Up to 20 positions for LEADS. NCIC has 4 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha or numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required. When the manufacturer is not known and the boat is not homemade, the boat MUST NOT BE ENTERED.
- J. PURPOSE/DEFINITION: To identify the make or manufacturer of the boat.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Because there are over 7,500 boat manufacturers, there is no BMA table. You should enter the full name of the manufacturer in the BMA Field. If the name exceeds 20 positions, abbreviate. If the boat is homemade, that information should appear in the BMA field. "HOME BUILT" should be entered to identify serialized home built boats. "KIT BUILT" should be entered to identify boats constructed from a kit where the manufacturer's identity is not displayed on the boat.

Edits -- The word "BOAT" alone may not be entered in the BMA Field. To do so will produce the following reject message:

RcdCEB REJ BMA FLD ERR

- L. NOTES: 1. When a record is entered, the NCIC copy will show "BØAT" in the BMA Field. The MIS Field will show what was entered in the BMA Field of the LEADS record.

CAUTION: Part of what was entered in the original MIS Field may be lost. See page BOAT-159.

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STOLEN BOATS (21A)

FIELD DESCRIPTION

- A. FIELD NAME: Boat Model Year
- B. FIELD CODE: BYR
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE/DEFINITION: To identify the model year of the boat as designated by the manufacturer. As is true with automobiles and other vehicles, the model year may be later than the year in which the boat was actually built.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Two numeric characters representing the last two digits of the year. Example: BYR/81 for a 1981 model. Also, the BYR must not be greater than the current year plus one. For example, you may not enter a 1983 boat in 1981.

Edits -- If the BYR that you enter is 73 or greater and the BHN that you enter does not begin with three alpha characters, you will receive the following coded reject message:

RKZYCHF60 REJ---BHN MUST BEGIN WITH 3 ALPHA CHAR

This is because boats manufactured from 1973 on are supposed to have BHN's that begin with three alpha characters. However, this is not always the case.

Edit Bypass -- If "SBHN" is entered in the first four positions of the Permanent MIS Field, there will be no edit of the BHN. SBHN should only be used when a valid BHN prevents you from entering or modifying a Stolen Boat record. LEADS Quality Control will be notified automatically each time SBHN is used and will review the record in an attempt to determine the correct BHN.



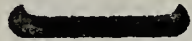





FIELD DESCRIPTION AND CODES

- A. FIELD NAME: Boat Type
- B. FIELD CODE: BTY
- C. FIELD LENGTH: 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Three-letter codes from the LEADS Boat Type Codes Table.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | | | | |
|---------------|------------|-----------------|------------|-----------------|-----------|
| <u>ADDED?</u> | <u>N/A</u> | <u>CHANGED?</u> | <u>Yes</u> | <u>DELETED?</u> | <u>No</u> |
|---------------|------------|-----------------|------------|-----------------|-----------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE/DEFINITION: To identify the type of boat.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Must be one of the 3-letter codes listed in the Boat Type Codes Table on the following page.

- L. NOTES:
1. LEADS and NCIC do not use the same BTY codes in some cases. When a BTY code that is not used by NCIC is entered into a LEADS record, the code is automatically translated to the NCIC equivalent. The LEADS Boat Type Codes Table No. 1 shows the LEADS BTY code and the corresponding BTY code that would be returned in an NCIC response. Some codes are similar; for example, if you enter CCR for Cabin Cruiser, it will be returned in an NCIC message as CRU for Cruiser. However, some LEADS BTY codes will be returned as YYY ("other" types) by NCIC when there is no equivalent NCIC code.
 2. The NCIC BTY Code Table No. 2 on page BOAT-135 shows NCIC BTY codes along with boat examples and definitions for some of the codes. The table is included to help explain the possible codes you might receive in an NCIC response for in- and out-of-state stolen boats.

1. LEADS BOAT TYPE CODES TABLE

<u>LEADS BTY</u>		<u>BOAT TYPE</u>	<u>EQUIVALENT NCIC BTY</u>
AIR		<u>Airboat</u>	AIR
BAS		<u>Bass Boat</u> - low profile, flat-bottom boat equipped with high swivel seats; primarily considered a fishing platform.	RUN
CAN		<u>Canoe</u>	YYY
CCR		<u>Cabin Cruiser</u> - a boat that is at least 25' but no longer than 50' with an inboard motor and having an enclosed cabin area with bunks for overnight trips.	CRU
DCR		<u>Day Cruiser</u> - a boat that is at least 25' long but no longer than 50' with an inboard motor and a roofed enclosure but no facilities for overnight trips.	CRU
HPF		<u>High Performance</u> - usually a low profile boat equipped with a large inboard, open engine; often has large exhaust stacks and the same appearance as a drag racing boat.	RUN
HSE		<u>Houseboat</u>	HSE
HRO		<u>Hydroplane</u>	HRO








(Continued)

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1. LEADS BOAT TYPE CODES TABLE (Continued)

<u>LEADS BTY</u>		<u>BOAT TYPE</u>	<u>EQUIVALENT NCIC BTY</u>
JON		<u>Johnboat</u> - a narrow, flat-bottom, square-end boat propelled by a pole, paddle, or outboard motor.	YYY
KAY		<u>Kayak</u>	YYY
YYY		<u>Other</u>	YYY
PNT		<u>Pontoon</u>	YYY
RUN		<u>Runabout</u> - launch, motorboat, outrider, speed-boat, etc.	RUN
SBC		<u>Sailboat, Center Board</u> - boat with sail and a center board, which provides ballast and keeps the boat from sliding sideways. The center board is movable and can be completely pulled up inside of the boat.	SAL
SBK		<u>Sailboat, Keel</u> - boat with sail and a keel, which is an integral part of hull and is not movable.	SAL
YAT		<u>Yacht</u> - a boat more than 50' in length having an inboard motor and used mainly for pleasure or recreation.	YAT

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STOLEN BOATS (21A)

2. NCIC BOAT TYPE CODES TABLE

<u>NCIC BTY</u>	<u>TYPE OF BOAT</u>
AIR	<u>Airboat</u>
COM	<u>Commercial</u> - ferry riverboat motor barge tug towboat clam dredge coaster oyster boat smack boat
CRU	<u>Cruiser</u> - a boat with an inboard motor that is at least 25' long but no longer than 50'.
HSE	<u>Houseboat</u>
HOV	<u>Hovercraft</u>
HYD	<u>Hydrofoil</u>
HRO	<u>Hydroplane</u>
RUN	<u>Runabout</u> - launch, motorboat, outrider, speedboat, etc.
SAL	<u>Sailboat</u> - cat, catamaran, cutter, bark, ketch, lateen, lugger, pinnace, schooner, sloop, yawl, etc.
UTL	<u>Utility</u> - fisherman, sedan, etc.
YAT	<u>Yacht</u> - a boat with an inboard motor that is more than 50' in length and is used mainly for pleasure or recreation.
YYY	<u>All others</u> - aqua bike or jet ski, canoe, dinghy, dory, johnboat, kayak, lifeboat, paddle boat, rowboat, scull, skiff, etc.

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STOLEN BOATS (21A)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Boat Model
- B. FIELD CODE: BMO
- C. FIELD LENGTH: Up to 20 positions in LEADS records only. (NCIC has no BMO Field. See Note 1.)
- D. CHARACTER TYPE(S) ALLOWED: Alpha or numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE/DEFINITION: To identify the specific model name and/or number assigned by the manufacturer.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Use the following guidelines:
1. If 20 positions or less, enter the full name of the boat model.
 2. If one word and exceeds 20 positions, enter the first 20 characters.
 3. If more than one word, exceeds 20 positions, and is hyphenated, drop the hyphens and abbreviate.
 4. Symbols of any kind are not allowed in the BMO Field.
- L. NOTES: 1. Because NCIC has no separate BMO Field, out-of-state NCIC users are instructed to enter model information in the MIS Field immediately following the make. Model data entered in a LEADS record BMO Field does not appear at all in an NCIC hit.

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STOLEN BOATS (21A)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Boat's Owner-Applied Name
- B. FIELD CODE: BNM
- C. FIELD LENGTH: Up to 20 positions in LEADS only. (NCIC has no BNM Field.)
- D. CHARACTER TYPE(S) ALLOWED: Alpha or numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE/DEFINITION: To furnish data that could further help identify a stolen boat. This is the name given to the boat by the owner. The name must be permanently affixed to the boat. Examples: TITANIC, BOUNTY, POSEIDON.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Any owner-applied name that is affixed to the hull of the boat.

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Boat Length
- B. FIELD CODE: BLE
- C. FIELD LENGTH: Always 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE/DEFINITION: To specify the length of a boat. Boat length is measured in a straight line from the bow to the stern.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Overall length is measured in feet with fractions rounded off to the nearest foot. A BLE of less than 10 feet must begin with a 0.
- Examples: 17 Feet 10 Inches - Enter 18.
 9 Feet 4 Inches - Enter 09.

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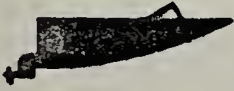


FIELD DESCRIPTION AND CODES

- A. FIELD NAME: Type of Propulsion
- B. FIELD CODE: PRO
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Two-letter codes from the table on the next page.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE/DEFINITION: To identify the primary type of propulsion for the boat described in the record.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Must be one of the 2-letter LEADS PRO codes listed in the Boat Propulsion Type Codes Table.
- L. NOTES: 1. When a PRO code that is not used by NCIC is used to enter a record and that record is sent to NCIC, the code is automatically translated to the NCIC format.

TYPE OF PROPULSION (PRO) (Continued)

The following chart shows the LEADS PRO code and the corresponding PRO code that would be returned in an NCIC response.

BOAT PROPULSION TYPE CODES TABLE

<u>LEADS PRO</u>	<u>PROPULSION TYPE</u>	<u>EQUIVALENT NCIC PRO</u>
IN 	<u>Inboard</u> - any boat with mechanical propulsion (engine or motor) mounted inside the boat as a permanent installation and whose driveshaft goes through the bottom of the boat.	IN
IO 	<u>Inboard/Outdrive</u> - any boat with mechanical propulsion (engine or motor) mounted inside the boat as a permanent installation and whose drive unit is attached to the transom and resembles the lower unit of an outboard.	IN
IJ 	<u>I/O Jet</u> - any boat with mechanical propulsion (engine or motor) mounted inside the boat as a permanent installation and whose drive unit is bolted to the transom and is a water jet pump.	IN
MP	<u>Manual</u> - oars, paddles, etc.	MP
OT	<u>Other</u>	MP
OB 	<u>Outboard</u> - any boat with mechanical propulsion (engine or motor) <u>not</u> located within the hull as a permanent installation. Generally the engine or motor is mounted on the transom at the rear of the boat and is considered portable; the engine and drivetrain are an integral unit.	OB


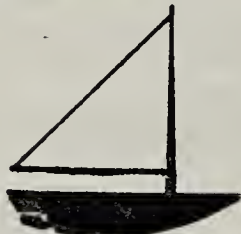

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STOLEN BOATS (21A)

TYPE OF PROPULSION (PRO) (Continued)

BOAT PROPULSION TYPE CODES TABLE (Continued)

<u>LEADS PRO</u>		<u>PROPULSION TYPE</u>	<u>EQUIVALENT NCIC PRO</u>
SA		<u>Sail only</u>	SA
SI		<u>Sail</u> - with auxiliary inboard power	SI
SO		<u>Sail</u> - with auxiliary outboard power	SO

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STOLEN BOATS (21A)

FIELD DESCRIPTION AND CODES

- A. FIELD NAME: Outer Hull Material
- B. FIELD CODE: HUL
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Two-letter codes from the table below.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE/DEFINITION: To describe the primary material of which the boat's outer hull is made.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Must be one of the 2-letter codes from the Outer Hull Material Codes Table below.

OUTER HULL MATERIAL CODES TABLE

HUL HULL MATERIAL

AL	ALUMINUM (See Note 1 below.)
PL	PLASTIC
ST	STEEL (See Note 1 below.)
WD	WOOD
OT	OTHER

- L. NOTES: 1. NCIC does not allow codes AL and ST. Instead, NCIC records contain the code ML to represent any sort of metal hull material. When a LEADS record is entered with either AL or ST, the computer replaces the entered HUL code with ML before forwarding the record to NCIC.

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STOLEN BOATS (21A)

FIELD DESCRIPTION AND CODES

- A. FIELD NAME: Hull Shape
- B. FIELD CODE: HSP
- C. FIELD LENGTH: 2 positions in LEADS only. (NCIC has no HSP Field.)
- D. CHARACTER TYPE(S) ALLOWED: Two-letter codes from the Hull Shape Codes Table.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE/DEFINITION: To identify the shape of the hull.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Must be one of the 2-letter codes listed in the Boat Hull Shape Codes Table on the next page.

BOAT HULL SHAPE CODES TABLE



CATAMARAN

CM



PONTOON

PT



TRI-HULL

TH



DEEP-V

DV



ROUND BOTTOM

RB



TUNNEL

TU



FLAT BOTTOM

FB



SEMI-V

SV

OTHER

OT

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STOLEN BOATS (21A)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Boat Hull Number or Hull Identification Number (HIN)
- B. FIELD CODE: BHN
- C. FIELD LENGTH: Up to 12 positions for LEADS. NCIC allows 20 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|------------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> See H. |
|-------------------|---------------------|------------------------|
- H. ON ENTRY, DATA IS: Conditional. Either BHN or REG, RES, and REY must be in the message. If REG, RES, and REY are in the message, BHN may be omitted. The opposite is also true. However, if a Boat Hull Number is not entered, the record will be purged after 90 days.
- J. PURPOSE/DEFINITION: A manufacturer-assigned or state-assigned number that is permanently affixed to the inside hull of a boat and uniquely identifies that boat. It is also referred to as Hull Identification Number (HIN).
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- If the hull serial number exceeds 12 characters, the last 12 characters should be entered in the BHN Field with the full BHN shown in the MIS Field. For example, a hull number of ABC12345M78LØ would be entered as BHN/BC12345M78LØ and MIS/BHN/ABC12345M78LØ.

BOAT HULL NUMBER (BHN) (Continued)

K. ALLOWABLE DATA AND EDITS:

Edits -- The Boat Hull Number is only edited if the BYR Field is 73 or greater. (If the boat was manufactured before 1973, the BHN may contain letters A-Z and numerics 0-9 and is often shorter than those for boats manufactured beginning in 1973.) BHN's for boats manufactured in 1973 or later should be, but are not always, made up of the following:

- The first three characters are the manufacturer's identification and are alpha.
- Characters four through eight are assigned by the manufacturer and can be alpha and/or numeric.
- Characters nine through twelve indicate the date of certification and can be alpha and/or numeric.

If the ninth character is the letter 'M', characters ten and eleven must be numeric, and the twelfth character must be a letter between 'A' and 'L'.

Example: DRG8R563M76C

If the ninth character is not an 'M', then characters nine and ten must equal '01' thru '12'. The eleventh and twelfth characters must be numeric and not greater than the current year + 1.

Example: BGL172430879

When you enter a BYR of 73 or later and a BHN that does not begin with three alpha characters, you will receive the following coded reject message:

RcdcCHF60 REJ---BHN MUST BEGIN WITH 3 ALPHA CHAR

If the BHN does not pass due to any other edit failure, it will be rejected with the following standard reject message:

RcdcEB REJ BHN FLD ERR

Edit Bypass -- If "SBHN" is entered in the first four positions of the Permanent MIS Field, there will be no edit of the BHN. SBHN should only be used when a valid BHN prevents you from entering or modifying a Stolen Boat Record. LEADS Quality Control will be notified automatically each time SBHN is used and will review the record in an attempt to determine the correct BHN.

FIELD DESCRIPTION

- A. FIELD NAME: Registration/Document Number
- B. FIELD CODE: REG
- C. FIELD LENGTH: Up to 9 positions in LEADS, up to 8 positions in NCIC.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, DATA CAN BE:

ADDED? Yes *

CHANGED? Yes

DELETED? Yes **

* REG may be added only when RES and REY are added at the same time.

** REG may be deleted only when RES and REY are deleted at the same time and a BHN is already present in the record.

- H. ON ENTRY, DATA IS: Optional as long as BHN is entered.
- J. PURPOSE/DEFINITION: A state- or federally-assigned number with a standard pattern that uniquely identifies the boat in question. See L. NOTES: 1.

1. Domestic boats are registered with a state or the United States Coast Guard. The owner is issued a "Certificate of Number" authorizing the boat's use (primarily for pleasure) and assigning an identification number to the boat. This number is called the "boat registration number" or REG number and is required to be displayed on each side of the bow.

Example: MD1234ZZ (Boat registration number assigned by the State of Maryland)

2. For boats registered by the State of Illinois, the first two characters of the REG number will be IL followed by a space or hyphen. The next four characters will be numerical followed by another space or hyphen with the remaining characters being alphabetic. The registration number should be the only one appearing on the bow of the boat. (For some boat designs, the REG number will not be on the bow, but should appear elsewhere on the forward half of the boat.)
3. Commercial vessels and certain motor yachts over five tons are "documented" as vessels of U.S. registration under navigation laws administered by the U.S. Coast Guard. A valid marine document is issued to the owner that shows an official identifying number called a "document number" which is permanently marked on the main beam of the vessel.

Example: 248039 (Official number of a "documented" U.S. vessel.)

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REGISTRATION/DOCUMENT NUMBER (REG) (Continued)

K. ALLOWABLE DATA AND EDITS:

Allowable Data -- If the REG number is not visible on the boat, then it should not be entered as an identifier in a Stolen Boat record. Either BHN or REG, RES, and REY must be in the record. If BHN is in the record, REG, RES, and REY may be omitted. The opposite is also true. Although hyphens and spaces may appear in the actual REG number, they are not allowed in the REG Field.

If the Registration Number exceeds 9 characters, the last 9 characters should be entered in the REG Field with the full REG shown in the MIS Field.

Do not enter spaces or hyphens.

Example: IL-1425-RU must be entered as REG/IL1425RU.

Edits -- If the first two characters of the REG are IL, then the next four must be numerical and the remaining characters must be alphabetic. If there are only three numbers following the IL, a zero should precede them when entering a record.

Example: REG/IL523PF must be entered as REG/IL0523PF

- L. NOTES: 1. According to Federal Regulations, each REG number must consist of a prefix of two capital letters denoting the state of the issuing authority followed by not more than four numerics and two alphabets or not more than three numerics and three alphabets.

Example: NH1234BD or NH567EFG.

The two-character alphabetic prefix codes denoting the issuing states are shown in the table on page VEH-137 in Volume 1 except for the following codes which differ from the table:

CF	California	MS	Massachusetts
CL	Colorado	MC	Michigan
DL	Delaware	MI	Mississippi
HA	Hawaii	WN	Washington
KA	Kansas	WS	Wisconsin

CAUTION: The codes above are only used in Registration/Document Numbers (REG)--NOT as Registration State (RES) codes.

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F I E L D D E S C R I P T I O N . & C O D E S

- A. FIELD NAME: Registration State/Foreign Country of Registration
- B. FIELD CODE: RES
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Two-letter codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- ADDED? Yes (Note 1) CHANGED? Yes DELETED? Yes (Note 2)
- H. ON ENTRY, DATA IS: Optional as long as BHN is entered. Required if REG and REY are to be entered.
- J. PURPOSE/DEFINITION: Indicates the state or foreign country in which the boat was registered at the time of theft.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Must be one of the two-character codes from the tables beginning on page VEH-137 in Volume 1. Also see Note 3 below. If no code can be found for a particular foreign country, use "YY" and list the country in the MIS Field.
- Edits -- RES must be entered along with REG and REY.
- L. NOTES:
1. RES may be added only when REG and REY are added at the same time.
 2. RES may be deleted only when REG and REY are deleted at the same time and a BHN is already present in the record.
 3. The RES for a vessel documented by the Coast Guard should be "US".

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Registration Year of Expiration
- B. FIELD CODE: REY
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
ADDED? Yes (Note 1) CHANGED? Yes DELETED? Yes (Note 2)
- H. ON ENTRY, DATA IS: Optional as long as BHN is entered. Required if REG and RES are to be entered.
- J. PURPOSE/DEFINITION: To identify the boat's registration year of expiration.
- K. ALLOWABLE DATA AND EDITS:
Allowable Data -- Must be the last two digits of the highest year in which the boat's registration is valid.
Edits -- REY must be entered along with REG and RES. REY must be equal to or greater than the year of entry.
- L. NOTES: 1. REY may be added only when REG and RES are added at the same time.
2. REY may be deleted only when REG and RES are deleted at the same time and a BHN is present in the record.

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STOLEN BOATS (21A)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Engine Make/Manufacturer
- B. FIELD CODE: EMA
- C. FIELD LENGTH: Up to 20 positions in LEADS only. (NCIC has no EMA Field.)
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE/DEFINITION: To identify (in a LEADS record only) the make/manufacturer of an engine that was attached to a stolen boat at the time of theft.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Use the following guidelines:

1. If 20 positions or less, enter the full name of the manufacturer.
2. If one word and exceeds 20 positions, enter the first 20 characters.
3. If more than one word, exceeds 20 positions, and is hyphenated, drop the hyphens and abbreviate.
4. Symbols of any kind are not allowed in the EMA Field.

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STOLEN BOATS (21A)

FIELD DESCRIPTION

- A. FIELD NAME: Engine Serial Number
- B. FIELD CODE: ESN
- C. FIELD LENGTH: Up to 15 positions in LEADS only. (NCIC has no ESN Field.)
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Only if treated as a Serial Number (SER) in a Stolen Article File inquiry. When so used, the LEADS computer will search the LEADS Stolen Article File for a matching SER and the LEADS Stolen Boat File for a matching ESN. NCIC will only search its Stolen Article File for a matching SER.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE/DEFINITION: To identify the manufacturer-applied serial number of an engine attached to a stolen boat.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Only the manufacturer-applied serial number that is attached to the engine.
- L. NOTES: When a boat record is entered with an engine serial number, the computer builds a cross-reference to the LEADS Article File. If an engine is recovered separately, the proper procedure is to inquire into the Article File. The cross-reference causes the LEADS boat record to be returned as a hit. (To be returned as a hit from NCIC, the engine would have to have been entered separately in the Stolen Article File.)

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STOLEN BOATS (21A)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Engine Horsepower
- B. FIELD CODE: EHP
- C. FIELD LENGTH: Always 3 positions in LEADS only. (NCIC has no EHP Field.)
- D. CHARACTER TYPE(S) ALLOWED: Numeric only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE/DEFINITION: To identify the horsepower of an engine that was attached to a stolen boat.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Must be three numeric characters that describe engine horsepower, rounded to the nearest whole number with leading zeros for engines under 100 horsepower.

<u>Examples:</u>	7 horsepower	EHP/007.
	13 horsepower	EHP/013.
	120 horsepower	EHP/120.

FIELD DESCRIPTION

- A. FIELD NAME: Outdrive Serial Number
- B. FIELD CODE: OSN
- C. FIELD LENGTH: Up to 15 positions in LEADS only. (NCIC has no OSN Field.)
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Only if treated as a Serial Number (SER) in a Stolen Article File inquiry. When so used, the LEADS computer will search the LEADS Stolen Article File for a matching SER and the LEADS Stolen Boat File for a matching OSN. NCIC will only search its Stolen Article File for a matching SER.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE/DEFINITION: To identify the manufacturer-applied serial number of an outdrive attached to a stolen boat.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Only the manufacturer-supplied serial number that is attached to the outdrive. If the outdrive serial number exceeds 15 characters, the last 15 characters should be entered in the OSN Field with the full OSN shown in the MIS Field.
- L. NOTES: When a boat record is entered with an outdrive serial number, the computer builds a cross-reference to the LEADS Article File. If an outdrive is recovered separately, the proper procedure is to inquire into the Article File. The cross-reference causes the LEADS boat record to be returned as a hit. (To be returned as a hit from NCIC, the outdrive would have to have been entered separately in the Stolen Article File.)

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STOLEN BOATS (21A)

FIELD DESCRIPTION

- A. FIELD NAME: Coast Guard Document Number
- B. FIELD CODE: CGD
- C. FIELD LENGTH: Up to 6 positions in LEADS only. (NCIC has no CGD Field.)
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE/DEFINITION: An official identifying number (commonly referred to as a "document number") that is assigned by the U.S. Coast Guard to commercial vessels and certain motor yachts over five tons. The number is permanently affixed to the main beam of the vessel and also appears on the official marine document which is issued by the U.S. Coast Guard.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Only the official document number assigned by the U.S. Coast Guard.
- L. NOTES: 1. The RES for a vessel documented by the U.S. Coast Guard must be US.

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STOLEN BOATS (21A)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Boat Home Port
- B. FIELD CODE: HPT
- C. FIELD LENGTH: Up to 20 positions in LEADS only. (NCIC has no HPT Field.)
- D. CHARACTER TYPE(S) ALLOWED: Alpha.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE/DEFINITION: To identify the geographical location where the boat is regularly moored.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Must be alpha characters A thru Z. If the HPT exceeds 20 positions, abbreviate without using periods. Include both city and two-letter state code. See State Codes Table, VEH-137.

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STOLEN BOATS (21A)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Miscellaneous Information (Permanent)
- B. FIELD CODE: MIS
- C. FIELD LENGTH: Up to 42 positions. See Note 2.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numerical and five special characters -- \$, /, comma, hyphen (-), and ampersand (&).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional except to identify the reason for using a caution indicator or where additional data is needed to adequately identify the boat.
- J. PURPOSE/DEFINITION: To provide a place for amplifying information about a caution indicator suffix used with the message key. For example, weapon information should be shown in the first positions of the MIS Field. Also used for descriptive information that might improve the chances of making correct identification of the boat.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Any data which helps to identify the stolen boat or possible suspects.
- Edits -- The computer considers the first period in the MIS Field to be the last character of the field. Do not use periods within the field to end sentences. Also, do not use a period to "separate" the permanent and temporary miscellaneous fields.
- L. NOTES: 1. Caution Indicator -- When a caution indicator is used with the enter message key, use the MIS Field to elaborate. For example, if the message key indicates "armed, dangerous, and suicidal" (suffix-Y), describe the weapon.

MISCELLANEOUS INFORMATION (PERMANENT) (MIS) (Continued)

2. Lost Miscellaneous Information -- Some of the information that you enter into the LEADS Permanent MIS Field may not appear in the NCIC record. This is because what you enter into the LEADS BMA Field is moved to the beginning of the NCIC MIS Field. The remaining NCIC MIS Field positions contain the beginning positions of your MIS Field data. Since the NCIC MIS Field has only 42 total positions (the same as LEADS), some of your data may be lost.

Example: LEADS BMA/CHRIS CRAFT
MIS/SEE NIC/V088995722 AND NIC/A003539267

NCIC BMA/BOAT
MIS/CHRIS CRAFT-SEE NIC/V088995722 AND NIC/A00

3. Model Information -- Boat model information will follow boat make information in the MIS Field on an out-of-state hit because NCIC does not have a BMO Field. Out-of-state users are instructed to enter such information in this field. (Model data entered in a LEADS record BMO Field does not appear at all in an NCIC hit.)

4. Related Cases/Records -- If one or more other LEADS/NCIC records are related to the record in question, the MIS Field should include the NIC number(s) of the related record(s). This is particularly important when separate article file records have been entered on the engine and/or outdrive record.

5. SBHN (Edit Bypass) -- "SBHN" may be inserted in the first four positions of the MIS Field to allow for a bypass of the BHN edit when entering or modifying a record. SBHN is only used in cases where an actual hull number is rejected by the BHN edit.

6. MIS Field Too Short -- When the Permanent Miscellaneous Field does not provide enough space to enter all of the data that is pertinent to the record, enter an Add-On record as explained in Chapter 12. Keep in mind that the Add-On does not go to NCIC and will not be seen at out-of-state terminals.

7. Test Record -- The MIS Field should begin with the words "TEST, IGNORE" when you have entered a record for training purposes and did not use the training message key.

8. Long BHN's -- Boat hull numbers (BHN's) exceeding 12 characters must be shown completely in the MIS Field because only the last 12 characters are entered in the BHN Field.

9. Boat Color -- When a boat has more than two colors, the BCO code should be MUL/COL with the actual colors shown in the MIS Field.

10. NOAH (Hit Notification Request) -- In a case in which the ORA believes that notification each time its record is "hit" will provide investigative leads, regardless of whether the location of the boat is known, the entering agency should place the code NOAH (Notify ORA or ORI of All Hits) in MIS Field.

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F I E L D D E S C R I P T I O N

- A. FIELD NAME: Miscellaneous Information (Temporary)
- B. FIELD CODE: TEMP MIS
- C. FIELD LENGTH: Up to 70 positions in the LFR.FEB. format and 100 positions free-form in LEADS only. (NCIC has no TEMP MIS Field.)
- D. CHARACTER TYPE(S) ALLOWED: Any character except a period.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? N/A
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE/DEFINITION: To permit extra miscellaneous information on the hard copy printout of the Enter Acknowledgment Message only. Because of the differences between NCIC and LEADS records, namely the transfer of the BMA information to the Permanent MIS Field in a record sent to NCIC, much of what is entered in the Permanent MIS Field may actually appear in the MIS temporary field, since the temporary is actually an extension of the permanent. Remember that the temporary portion is not stored in the LEADS or NCIC files, and any data entered in the Temporary MIS Field will never appear in a hit message.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Any data including carriage returns and line feeds. Do not use periods except as the very last character to signify the end of the field.
- L. NOTES: CAUTION -- When entering a test record for training purposes, do not use the temporary area to indicate that the record is a test. If you do not immediately void the record and someone hits it, there will be no indication that the record was entered only for test purposes because the Temporary area will be gone. Use the Permanent Miscellaneous (MIS) Field to indicate a record is for test purposes.

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F I E L D D E S C R I P T I O N

Descriptions for the following six fields which are common to all Computerized Hot Files are covered in Volume 1, Chapter 6 (VEHICLES) instead of being repeated here.

<u>Field Code</u>	<u>Field Name</u>	<u>Page</u>
OCA	<u>O</u> riginating Authority's <u>C</u> ase Number	VEH-173
ORA	<u>O</u> riginating <u>A</u> uthority's Agency Name	VEH-174
ENT	<u>E</u> ntering Terminal CDC	VEH-175
OPR	Entering Terminal <u>O</u> per <u>a</u> tor's Initials or Identifier	VEH-176
TME	<u>T</u> ime of Entry	VEH-177
DTE	<u>D</u> ate of Entry	VEH-178

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F I E L D D E S C R I P T I O N

- A. FIELD NAME: NCIC Record Index Number
- B. FIELD CODE: NIC
- C. FIELD LENGTH: 10 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letter B and numeric digits 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, but only with message key NZN.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No, except when Locating a record that originated in another state.
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: (Not entered.)
- J. PURPOSE/DEFINITION: To uniquely identify a single record in the NCIC file. LEADS records that were also entered into the NCIC file will contain a NIC number, which serves as an index or identifier to directly retrieve that record if you wish. The NIC is also used to identify an out-of-state NCIC record for the purpose of Locating that record.
- K. ALLOWABLE DATA AND EDITS: NIC numbers for NCIC Boat File records always begin with the letter B. The next seven digits are a unique, sequential number. The last two digits are check-digits computed by running the sequential number through a special formula. The check-digits serve to reduce the chance of retrieving or Locating the wrong record because of an error made while keying the NIC.
- L. NOTES: It is common for a record that is entered into LEADS to take some time (usually within an hour) for entry into NCIC, and the LEADS record, if inquired upon, to show a string of Z's in the NIC Field. However, if the time is longer than an hour (you must use your own discretion) something may be wrong. If the NCIC copy was entered successfully, the Z's in the LEADS record should have been replaced by a NIC number. Notify terminal KQC by directed message when you discover another agency's record with Z's in the NIC Field. If the record was entered by your own department, void it and re-enter, paying close attention for reject messages from NCIC.

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STOLEN BOATS (21A)

FIELD DESCRIPTION

- A. FIELD NAME: LEADS Record Index Number
- B. FIELD CODE: LDS
- C. FIELD LENGTH: 8 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letter B and the numbers 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: (Not entered.)
- J. PURPOSE/DEFINITION: Automatically assigned by the LEADS computer to provide a unique index number for each record.
- K. ALLOWABLE DATA AND EDITS: The LDS is constructed in three parts. The first character tells what file the record is stored in. All records in the Stolen Boat File have a LDS number beginning with B. The next two digits represent the year in which the record was entered into the file (81 for 1981, etc.). The final five digits are a sequential number representing when that particular record was entered relative to other records in the same file and year of entry. The first record entered into the Boat File in 1981 will have a LDS number of B8100001. The 263rd record will be LDS/B8100263.

VIII. MODIFICATION

A. GENERAL MODIFICATION INFORMATION

1. What Is Modification? -- Record or data modification allows you to go back to a previously entered record and add, change, or delete data. You may only modify records that were entered by your agency. You cannot modify a record that was entered by another agency, even if you know the data is wrong and how to correct it.
2. When to Modify -- The modify message is used (1) when you obtain additional data after a record has already been entered, (2) when you discover an error in a record, (3) when circumstances surrounding the case have changed, or (4) when the engine or outdrive is recovered but the boat is not.

3. Modify Message Key -- There is only one key to modify Boat File records:

LMB.

4. Required Identifiers -- Following the message key, a modify message must contain two identifiers preceded by their field codes from the record to be modified. These identifiers are used to help insure that you are in fact modifying the record you really wish to modify. If the two identifiers do not exactly match the corresponding data in the record on file, the modify message will be rejected and nothing will be changed.

The required identifiers are the LEADS Record Index Number (LDS) followed by either the BHN or the REG. If the REG is not present in the record on file, BHN must be used as the required identifier. REG is used if BHN is not present. If both REG and BHN are present, use either one.

5. Random Sequence of Fields -- Following the message key, LDS/, and BHN/ or REG/ (required identifiers), the fields to be modified may be listed in any order.
6. Number of Fields Per Message -- When constructing a free-form modify message, any number of fields up to 25 (every modifiable field) may be included in a single message. The modify screen format LFR.FMOD allows up to five fields to be modified per message.
7. NCIC Copy Automatically Modified -- A single modify message automatically causes the same change(s) to be made to the NCIC copy of the record. The only exception is that a change to the LEADS ORA Field will not change the ORI in the NCIC record.

VIII. MODIFICATION (Continued)

B. WHAT CAN & CAN'T BE MODIFIED?

1. Fields Which Can Be Modified -- Using the Boat File modify message key, LMB, you may modify the contents of any of the following fields:

- MKE - Message Key (Record Label)
- DOT - Date of Theft
- BCO - Boat Color(s)
- BYR - Boat Model Year
- BMA - Boat Make/Manufacturer
- BMO - Boat Model
- BTY - Boat Type
- PRO - Boat Propulsion
- HUL - Outer Hull Material
- HSP - Hull Shape
- BHN - Boat Hull Number
- REG - Boat Registration Number
- RES - Boat Registration State
- REY - Boat Registration Year
- EMA - Engine Make
- ESN - Engine Serial Number
- EHP - Engine Horsepower
- OSN - Outdrive Serial Number
- CGD - Coast Guard Document Number
- HPT - Boat Home Port
- BNM - Boat's Owner-Applied Name
- BLE - Boat Length
- MIS - Miscellaneous (Permanent Portion Only)
- OCA - Originating Authority's Case Number
- ORA - Originating Authority's Agency Name

2. Fields Which Cannot Be Modified -- Data in the following fields cannot be modified:

- LDS - LEADS Record Index Number
- ENT - Entering Terminal CDC
- OPR - Entering Operator's Initials
- TME - Time of Record Entry
- DTE - Date of Record Entry
- NIC - NCIC Record Index Number

VIII. MODIFICATION (Continued)

C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS

1. Adding Engine Serial Number Information -- Assume that a boat with an attached engine was reported stolen. At the time the record was entered (LDS/B8100705) with the Boat Hull Number (BHN/BLF44556N73E), the Engine Serial Number (ESN) was not known. Later, the owner found additional information about the boat which included the ESN. You now wish to add ESN/E52521 to the record. You have just entered the engine in the Stolen Article File which produced the NIC/A855122248.

Sample Free-Form Modify Message:

(a) (b) (c) (d)
LMB.LDS/B8100705.BHN/BLF44556N73E.ESN/E52521.MIS/SEE NIC/A855122248.

- (a) Modify Message Key.
(b) LEADS number of record to be modified--required first identifier.
(c) BHN of record to be modified--required second identifier.
(d) Field being modified--added in this case.

2. Correcting Erroneous BHN -- After modifying the record in the above example, you realize that the middle letter in the BHN should have been "M" instead of "N".

Sample Formatted Modify Message:

(a) (b)
L MB LDS/ B8100705
(c) BHN/ BLF44556N73E
DATA FIELDS:
(d) BHN/ BLF44556M73E

- INSTRUCTIONS: 1. COMPLETE MSG KEY FOR DESIRED FILE.
2. INSERT LDS NUMBER OF RECORD.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.
5. INSERT FIELD CODES FOR FIELDS TO BE MODIFIED.
6. INSERT DATA TO REPLACE EXISTING DATA.

- (a) Modify message key.
(b) LDS number of record to be modified (required identifier).
(c) The incorrect BHN of the record, correctly used as the second required identifier. (The REG could also have been used as the second identifier.)
(d) The field to be modified, here containing the correct BHN.

VIII.C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS (Continued)

3. Using "SBHN" to Bypass BHN Edit -- "SBHN" may be entered in the first four positions of the MIS Field to allow addition of a BHN that would not ordinarily pass the BHN Edit. LEADS Quality Control will be notified automatically each time SBHN is used and will review the record in an attempt to determine the correct BHN. In the following modify example, a BHN that would not ordinarily pass the BHN Edit is added to the record shown in Enter Problem 2, Section VI. The BYR is 77, which would require the BHN to begin with 3 alpha characters.

Sample Free-Form Modify Message:

(a) (b) (c) (d) (e)
LMB.LDS/B8100621.REG/OK4494FB.MIS/SBHN SEE NIC/V088995722 & A003539267.BHN/4567.

(a) Modify Message Key.

(b) LEADS number of record to be modified--required first identifier.

(c) REG of record to be modified--required second identifier.

(d) One of two fields being modified to allow the bypass of an edit for another field. Note that you must re-enter the original MIS message.

(e) Field being modified--added in this case.

4. Deleting Data and Changing MIS Data -- The engine only from Enter Problem 2, Section VI is recovered. You should cancel the Stolen Article Record, delete the ESN, and change the MIS Field.

Sample Free-Form Modify Message:

(a) (b) (c) (d) (e)
LMB.LDS/B8100621.BHN/4567.MIS/SBHN SEE NIC/V088995722.ESN/.

(a) Modify Message Key.

(b) LEADS number of record to be modified--required first identifier.

(c) BHN of record to be modified--required second identifier.

(d) One of two fields being modified--the removal of the engine's NIC number in this case.

(e) Field being modified--deleted in this case.

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VIII.C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS (Continued)

5. Modifying the Record Label: You may discover that the thief who stole the boat in the preceding example is armed with a pistol and you now wish to add a caution indicator to the record label. Adding the caution indicator suffix "A" for armed requires that you name the weapon in the MIS Field.

Sample Free-Form Modify Message Key:

(a) (b) (c) (d) (e)
LMB.LDS/B8100621.BHN/4567.MKE/EB-A.MIS/SBHN PISTOL NIC/V088995722.

- (a) Modify Message Key.
- (b) LEADS number of record to be modified--required first identifier.
- (c) BHN of record to be modified--required second identifier.
- (d) One of two fields being modified--adds the caution indicator suffix "A" for armed and dangerous to the message key.
- (e) Second field being modified--adds the word "PISTOL" to the MIS Field.

- D. MODIFY ACKNOWLEDGMENT -- Every modify message will be acknowledged in one of the following ways:

1. Successful Modify Acknowledgment

(a) (b) (c)
cdc MODIFY LDS/B8100705

- (a) The CDC of the terminal which sent the modify message.
- (b) Indication that the record was successfully modified.
- (c) LEADS Record Index Number of the record successfully modified.

VIII.D. MODIFY ACKNOWLEDGMENT (Continued)

2. Coded Reject Message -- The coded message "CHF62" indicates that your attempt to modify either the BHN or REG Field was rejected because there is a record on file by your agency with a duplicate BHN or REG number. You should do a boat inquiry using the LDS number furnished in the reject to determine if the boat on file is the same as the one you are dealing with.

(a)	(b)	(c)
RKZYCHF62	REJ BHN/75553	ON FILE LDS/B8100479

- (a) The CDC of the terminal which sent the modify message.
- (b) Indication that the attempt to modify a BHN to this BHN was rejected because there is already a record on file with the same BHN and entered by the same agency.
- (c) LEADS Record Index Number of the record with the duplicate BHN.
3. Confirming Modification Results -- The only way to confirm that a record was, in fact, modified exactly as you intended is to inquire on the record and review the response message.
4. Partial Success -- There is no such thing as a partially successful modification. If you plan to modify three fields with a single modify message and you are rejected because of an error in only one of the three fields, nothing was modified. In other words, the two fields you coded correctly were not modified because part of the modify message was wrong.
5. NCIC Reject -- Normally, the only acknowledgment message you will receive, either reject or successful, will come from LEADS (not NCIC). In a few cases when the computer is not working properly, you may receive a successful acknowledgment from LEADS and a reject from NCIC. When this happens, send an administrative message to the LEADS Quality Control Section at terminal KQC and explain what has happened.

IX. ADD-ON CAPABILITY

LEADS provides the capability of appending miscellaneous information to any LEADS record. This can be useful when the MIS Field (permanent portion) is too small to contain all of the data you wish to enter. Turn to Volume 1, Chapter 12, Add-On Records, for procedures.

Keep in mind that the add-on information is not available to agencies in other states because the add-on record does not go on file in the NCIC record. Therefore, it is important to put the most important data in the permanent MIS Field itself.

X. VOIDING

A. WHAT IS VOIDING? -- Voiding is the process of removing a record from the LEADS and NCIC files, especially a record that was entered by mistake. You can only void a record that was entered through one of the terminals in your agency. Once a record has been voided, it may no longer be retrieved by an on-line inquiry. However, if the need arises, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.

B. WHEN TO VOID

1. Invalid Record -- A record that is entered by mistake (i.e., should not have been entered in the first place) should be voided as soon as the error is discovered.
2. Can't Modify -- If data is incorrectly entered in a field that cannot be modified (Entering Operator's Initials/ID -- OPR), the original record should be voided and a new record entered.

C. HOW TO VOID -- A void message always contains exactly three elements -- the message key, the LEADS Record Index Number and a second identifier from the record, either BHN or REG.

1. Void Message Key -- The message key for voiding a Boat record is LXB.
2. Sample Free-Form Void Message

(a) (b) (c)
LXB.LDS/B8100055.BHN/PHR12598M72B.

- (a) Message key to void a stolen boat record.
- (b) LEADS Index Number of the record to be voided.
- (c) BHN from the record to be voided. (REG may be used instead of BHN.)

3. Sample Void Message (Screen Format LFR.FVOID.)

LX B LDS/ B8100055
BHN / PHR12598M72B

INSTRUCTIONS:

1. COMPLETE MSG KEY FOR FILE DESIRED.
2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.

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STOLEN BOATS (21A)

X. VOIDING (Continued)

D. VOID ACKNOWLEDGMENT -- Every void message will be acknowledged either by a reject message or, if successful, by the following:

1. Successful Void Acknowledgment

(a)	(b)	(c)
cdc	VOID	LDS/B8100055

- (a) CDC of the terminal which sent the void message.
- (b) Indication that the record was successfully voided.
- (c) LEADS Number of the record that was voided.

2. Rejected Void Message -- Any response other than the message above indicates that your void message was rejected and that the record in question is still on file. In this situation, correct the error and resend the void message.

XI. CANCELLING A RECORD

A. WHAT IS CANCELLING? -- Cancelling is the process of removing a record from LEADS and NCIC that has served its purpose and is no longer active. You can only cancel a record that was entered from one of the terminals in your agency. Once a record is cancelled, it may not be retrieved by an on-line inquiry. However, if the need arises, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.

B. WHEN TO CANCEL -- When a stolen boat is recovered, the LEADS/NCIC record should be cancelled immediately.

C. HOW TO CANCEL -- A cancel message always contains exactly three elements -- the message key, the LEADS Record Index Number and a second identifier from the record, either BHN or REG.

1. Cancel Message Key -- The message key to cancel a Stolen Boat is LCB.

2. Sample Free-Form Cancel Boat Message

(a) (b) (c) (d)
LCB.LDS/B8100072.REG/IL2546HM.MOSPD0000.

(a) Message key to cancel a stolen boat record.

(b) LEADS Number of record to be cancelled.

(c) Registration number from the record to be cancelled. (BHN may be used instead of REG.)

(d) Recovering Agency's ORI. Notice that there is no Field Code preceding the data.

Note: The Recovering Agency ORI Field is optional, but its use is encouraged. It will not appear in the acknowledgment message, but will be logged in the permanent off-line history file and could be used as a special investigative tool.

3. Sample Cancel Boat Message (Screen Format LFR.FCANC.)

LC B LDS/ B8100072
REG / IL2546HM
RECOVERING AGENCY ORI MOSPD0000

INSTRUCTIONS:

1. COMPLETE MSG KEY FOR FILE DESIRED.
2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.
5. INSERT ORI OF RECOVERING AGENCY.

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STOLEN BOATS (21A)

XI. CANCELLING A RECORD (Continued)

- D. CANCEL MESSAGE ACKNOWLEDGMENT -- Every cancel message will be acknowledged either by a reject message or, if successful, by the following:

1. Successful Cancel Acknowledgment

(a) (b) (c)
cdc CANCEL LDS/B8100072

- (a) CDC of the terminal which sent the cancel message.
- (b) Indication that the record was successfully cancelled.
- (c) LEADS Number of the cancelled record.

2. Rejected Cancel Message -- Any response other than the message above indicates that the cancel message was rejected and that the record in question is still on file. In this situation, correct the error and resend the cancel message.

XII. AUTOMATIC PURGING

- A. REASON FOR PURGING -- Storage space for the on-line, Computerized Hot Files is very expensive. Furthermore, the NCIC and LEADS Advisory Policy Boards believe that the value of keeping boat records on-line in the computer diminishes as time goes on because the likelihood of recovery drops with time. For these reasons, boat records are automatically purged from the on-line files on a periodic basis. The NCIC copy of each record is purged at the same time the LEADS record is purged.
- B. PURGE SCHEDULE AND PURGE NOTIFICATION OF THE ENTERING TERMINAL -- A boat record containing a Boat Hull Number remains on file during the year of entry plus four years; a boat record without a BHN is purged after 90 days. In all cases, when a boat record is purged, the entering terminal agency will receive some form of notification. When records that have been on file for over four years are purged once a year in January, a listing of the purged records is mailed to each entering terminal agency. Records without BHN's that are only allowed to remain on file for 90 days are purged weekly and a message is automatically sent to the entering terminal like the following:

Sample Purge Notification Message

(a) (b) (c) (d)
cdc PURGED LDS/B8100052 OCA/81-552

- (a) CDC of the agency which entered the record and received this Purge Notification Message.
- (b) Notification that the record is no longer in the files.
- (c) The LEADS Record Index Number of the record that has been purged.
- (d) The Originating Authority's Case Number.
- C. RETRIEVING PURGED RECORDS -- Once a record has been purged, it cannot be retrieved by on-line inquiry. However, if the need arises, any purged record can be retrieved by the LEADS Staff from the permanent, off-line file.
- D. RE-ENTRY OF PURGED RECORDS -- If the originating authority plans to maintain an open case file or for any reason believes that a purged record would still be valuable in the on-line file, the ORA may re-enter the purged record. Re-entry is done by exactly the same procedure as the original entry.

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BOAT REGISTRATIONS/TITLES (21B)

XIII. INTRODUCTION

Sections XIII through XVI of Chapter 21 contain information on the Illinois Boat Registration/Title File.

- A. PURPOSE OF THE ILLINOIS BOAT REGISTRATION/TITLE FILE -- The Illinois Boat Registration/Title File is the result of an agreement between the Department of Law Enforcement and the Department of Conservation (DOC) to automate DOC's registration and title information and to provide LEADS users with access to that information via computer inquiry.
- B. DESCRIPTION OF THE ILLINOIS BOAT REGISTRATION/TITLE FILE -- There are actually two files, one that is on-line and one that is available through an off-line search. The on-line file holds current owner information and contains only one record per boat. Previous owner history may be obtained by an off-line search of the Title History File. See page BOAT-312.
 - 1. Kinds of Data -- This file consists of registration and title information on every boat registered and titled by the Illinois Department of Conservation in accordance with the Boat Registration and Safety Act as amended, effective January 1, 1981. (See the Illinois Revised Statutes, Chapter 95 1/2, §311-1 and following.) Generally, the law requires that all motorboats and all sailboats over 12 feet in length be titled and registered. The file may also contain records on non-motorized boats and sailboats less than 12 feet in length that were voluntarily titled and registered by their owners. The information that is available on each boat is shown on the following page.

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BOAT REGISTRATIONS/TITLES (21B)

XIII.B.1. Kinds of Data (Continued)

a. Registration

- (1) Registration Number
- (2) Registration Status
- (3) Registration Issue Date
- (2) Registration Expiration Date

b. Title

- (1) Title Number
- (2) Title Status
- (3) Title Issue Date

c. Boat Description

- (1) Boat Manufacturer
- (2) Boat Model
- (3) Boat Hull Number
- (4) Boat Length
- (5) Boat Model Year
- (6) Boat Color
- (7) Hull Material
- (8) Boat Type
- (9) Propulsion
- (10) Fuel
- (11) Boat Use
- (12) Boat Horsepower
- (13) Purchase Date

d. Primary Owner Information

- (1) Current Owner's Name, Sex, and DOB
- (2) Current Owner's Address (County, City, State, Zip)

2. What Is Not in the Illinois Boat Registration/Title File? -- Sailboats less than 12 feet in length and unmotorized boats will not be in the file unless they were registered voluntarily. Boat trailers are titled and registered by the Illinois Secretary of State's Office which maintains a separate computer file. (See Chapter 7 in Volume 1 of this manual.)
3. Where Records Originate -- The Illinois Department of Conservation enters and maintains all records in the Boat Registration/Title File. The file is maintained in the Department of Law Enforcement's LEADS computer, but DOC is responsible for the completeness, timeliness, and accuracy of the data.
4. How Many Records on File? -- On January 12, 1981, there were approximately 290,000 records in the Illinois Boat Registration/Title File.

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BOAT REGISTRATIONS/TITLES (21B)

XIV. INQUIRY INTO THE BOAT REGISTRATION/TITLE FILE

An Illinois Boat Registration/Title Inquiry is an on-line request for registration and title information on a boat registered by the State of Illinois. When such an inquiry is transmitted to LEADS, a search of the LEADS Computerized Hot Files is automatically performed to determine whether the boat inquired upon has been reported stolen. After the Stolen Boat File is searched, the inquiry is forwarded to the Illinois Department of Conservation's Boat Registration/Title File, which is maintained in the LEADS computer, and a search is made of the Boat Registration/Title File.

A. HOW TO INQUIRE INTO/SEARCH THE ILLINOIS BOAT REGISTRATION/TITLE FILE

1. Identifiers for Registration/Title Inquiries -- One or both of the following identifiers may be used to search the Registration/Title File:
 - a. BHN (Boat Hull Number) - maximum of 12 positions.
 - b. REG (Illinois Registration Number) - maximum of 8 positions.
2. BHN and REG: Multiple Identifiers -- In an inquiry message, you may include both BHN and REG identifiers; their order makes no difference. As long as neither identifier is rejected, the computer treats such a message as two separate inquiries; i.e., it will search separately for records with matching hull number and registration number. For example, your inquiry is:

LZB2.REG/IL2812PA.BHN/MAL078260674.

Possible matches are: Match on BHN BHN/MAL078260674.REG/IL2554MR.
Match on REG BHN/CDR578560578.REG/IL2812PA.

If either identifier is rejected, the entire message is rejected.

B. ON-LINE INQUIRY MESSAGE KEYS

1. Basics -- The basic free-form message key is "LZB". The message key "LZB2" along with a REG and/or BHN will enable you to inquire into the Illinois Boat Registration/Title File as well as the LEADS and NCIC Stolen Boat Files. With the FINQ screen format, the "Z2" key is used.

The message key "LZBS" (the "ZS" key with the FINQ screen format) along with a BHN will also enable you to inquire into the Illinois Boat Registration/Title File and the LEADS Stolen Boat File, but NOT the NCIC Stolen Boat File. This key should only be used after you have submitted an inquiry using the LZB2 key and you have received a message telling you to resubmit your inquiry. See page BOAT-310.

2. Inquiries Table -- The Boat Registration/Title On-Line Inquiries Table on the following page explains what files are searched by which message keys and identifiers and provides examples of free-form inquiries.

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BOAT REGISTRATIONS/TITLES (21B)

BOAT REGISTRATION/TITLE ON-LINE INQUIRIES TABLE

BOAT REGISTRATION/TITLE ON-LINE INQUIRIES TABLE

A. LINE	B. MESSAGE KEY	C. PRIMARY IDENTIFIER	D. SAMPLE FREE-FORM INQUIRY	E. FILES SEARCHED
NO.	FORMAT	FREE-FORM	IDENTIFIER	IDENTIFIER
1	Z2	LZB2.	BHN	LZB2.BHN/SAK77827M65H.
				LEADS & NCIC Stolen Boats & IL Boat Reg/Title Files.
2	Z2	LZB2.	REG	LZB2.REG/IL6477PR.
				LEADS & NCIC Stolen Boats & IL Boat Reg/Title Files.
3	Z2	LZB2.	BHN, REG	LZB2.BHN/DBS44582M62J.REG/IL8896BL. or LZB2.REG/IL8896BL.BHN/DBS44582M62J.
				LEADS & NCIC Stolen Boats & IL Boat Reg/Title Files.
4	ZS	LZBS.	BHN	LZBS.BHN/2252.
				LEADS Stolen Boats & IL Boat Reg/Title Files. Used after an inquiry message using LZB2 has been submitted; enables user to retrieve multiple records from Reg/Title File.

XV. RESPONSE INTERPRETATION

An inquiry using message key LZB2 or Z2 with a REG and/or BHN which causes a search of the LEADS Stolen Boat File, the Illinois Boat Registration/Title File, and the NCIC Stolen Boat File, will produce responses from each of these files. The response, from the Department of Conservation's Illinois Boat Registration/Title File, will be one of the following messages:

Positive Response

(See Example, page BOAT-306.)

CON08 NO REC CONSERVATION

(See Example, page BOAT-310.)

CON09 nnn RECS ON FILE WITH BHN/2252 USE MSG KEY LZBS TO RECEIVE ALL RESPONSES

(See Example, page BOAT-310. "nnn" will be replaced by the number of records with matching BHN.)

CON24 REJ--REG FIELD ERROR

(See Example, page BOAT-311.)

XV. RESPONSE INTERPRETATION (Continued)

A. POSITIVE RESPONSE EXAMPLE FROM ILLINOIS BOAT REGISTRATION/TITLE FILE

The following is an example of a positive Boat Registration/Title response. A positive response results from an inquiry using a REG number and/or BHN that matches the REG and/or BHN on a boat that has been registered with and titled by the State of Illinois. Boat registration and title information is combined in a fixed nine-line format containing 28 fields. However, some fields may not have information in them and the contents of some fields may be different from the contents of the same field name in a LEADS response. The lines of information are explained on the facing page and a description of each field and its contents are explained on pages BOAT-308 and -309.

Sample Response:

M) M/F3-23
0) CON 042781 1438

1) REG: IL2378DH STA: VALID ISS: 03/06/81 EXP: 06/30/83
2) TITL: 81035000013 STA: ORIGINAL ISS: 03/06/81

3) BMA: CENTURY CORONADO BMO:
4) BHN: AJK76672M46B BLE: 21FT BYR: 75 BCO: WHI/BLU
5) HUL: WOOD BTY: OPEN USE: PLEASURE PRO: INBRD
6) FUEL: GAS BHP: 125 PURCHASED: 03/05/76

7) OWNR: HARDY, THOMAS E (MULT) SEX: M DOB: 11/14/47
8) ADDR: 8229 W OCONNOR CNTY: COOK
9) CITY: RIVER GROVE STATE: IL ZIP: 60171

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BOAT REGISTRATIONS/TITLES (21B)

XV.A. POSITIVE RESPONSE EXAMPLE (Continued)

Explanation of Sample:

- Line M Data copied from the M/Field of the inquiry if used. In this example, "F3-23" indicates the car number of the officer requesting information.
- Line Ø Identifies the source of the response (Department of Conservation) and shows the date and time that the record was retrieved from the file.
- Line 1 Shows the registration number or identifying number shown on the Certificate of Number, its status "VALID", the date it was issued, and the date it expires. (As long as a boat is registered in Illinois, it retains its original Illinois registration number even when sold to a different owner.)
- Line 2 Shows the title document number, its status "ORIGINAL", and the issue date. (Whenever a title is corrected, duplicated, or transferred to someone else, a new document is issued with a new number.) Title data will often be missing from a record because the law requiring certain boats to be titled did not become effective until January 1, 1981. See page BOAT-301.
- Line 3 Indicates the boat make and boat model (omitted).
- Line 4 Includes the boat hull number, the boat length, the boat model year, and the color.
- Line 5 Shows the hull material, the boat type, primary use, and propulsion.
- Line 6 Shows the fuel used, the horsepower, and purchase date.
- Line 7 Shows the primary owner's name, sex, and date of birth. In this example, the boat has multiple owners.
- Line 8 Shows the owner's address and county.
- Line 9 Shows the owner's city, state, and zip code.

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BOAT REGISTRATIONS/TITLES (21B)

FIELD DESCRIPTIONS AND CODES TABLE

The following table is included here to help illustrate and explain what may be found in the nine-line format of the Boat Registration/Title File response.

RESPONSE LINE	FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
1	REG	<u>Registration Number</u>	Certificate of Number assigned by Department of Conservation.
	STA	<u>Registration Status</u>	Will be one of the following: VALID EXPIRED CANCELLED
	ISS	<u>Registration Issue Date</u>	Date last registration was issued.
	EXP	<u>Registration Expiration Date</u>	Date registration expires.
2	TITL	<u>Title Document Number</u>	A unique number printed on the Title Document issued by DOC to the current owner. Spaces mean "No Title Issued".
	STA	<u>Title Status</u>	Will be one of the following: ORIGINAL (New or used boat was purchased or transferred.) DUPLICATE (Replacement for lost, stolen, destroyed, mutilated, or illegible title.) CORRECTED (Lienholder added or information corrected such as addition or deletion of a joint owner.) REVOKED (Title revoked by DOC.) SURREND (Title surrendered because boat was Scrapped, Junked, Destroyed.)
	ISS	<u>Title Issue Date</u>	Date the last title was issued.
3	BMA	<u>Boat Make/Mfr.</u>	Name of Boat Make/Manufacturer.
	BMO	<u>Boat Model</u>	Manufacturer's Model Name/Number.
4	BHN	<u>Boat Hull Number</u>	State or manufacturer-assigned serial number on the outside of the boat; same as Hull Identification Number (HIN).
	BLE	<u>Boat Length</u>	Length of the boat in feet.
	BYR	<u>Boat Model Year</u>	Manufacturer-assigned model year.
	BCO	<u>Boat Color</u>	Derived from LEADS Standard Color Codes; see page BOAT-129.

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BOAT REGISTRATIONS/TITLES (21B)

FIELD DESCRIPTIONS AND CODES TABLE (Continued)

RESPONSE LINE	FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
5	HUL	<u>Hull</u> Material	Will be one of the following: WOOD STEEL ALUM (Aluminum) FBGLS (Fiberglass) OTHER
	BTY	<u>Boat</u> Type	Will be one of the following: OPEN CABIN HOUSE SAIL PNTN (Pontoon) CANOE OTHER
	USE	<u>Use</u>	Will be one of the following: PLEASURE DEALER RENTAL BT MFR (Boat Manufacturer) OTHER
	PRO	<u>Propulsion</u>	Will be one of the following: INBRD (Inboard Motor) OUTBRD (Outboard Motor) I/O (Inboard/Outdrive) SAIL OTHER
	FUEL	<u>Fuel</u>	Will be one of the following: GAS DIESEL OTHER
	BHP	<u>Boat (Engine) Horsepower</u>	Horsepower as reported on application by owner.
	PURCH ASED	<u>Purchase Date</u>	Standard date form: MM/DD/YY
	OWNER	<u>Owner's</u> Name	"MULT" will follow the primary owner's name if there are multiple owners.
	SEX	<u>Sex</u>	M or F
	DOB	<u>Date of Birth</u>	Standard date form: MM/DD/YY
8	ADDR	<u>Address</u>	Owner's street address.
	CNTY	<u>County</u>	Owner's county; standard four position code - See Illinois County Code Table, page 1027-41 in Volume 1. If not an Illinois county, field not used.)
9	CITY	<u>City</u>	Owner's city
	STATE	<u>State</u>	Owner's state; standard two position code - See State Codes Table, page
	ZIP	<u>Zip</u>	VEH-137 in Volume 1.

XV. RESPONSE INTERPRETATION (Continued)

B. OTHER RESPONSE EXAMPLES -- The following examples illustrate three other messages you might receive from DOC when inquiring into the Boat Registration/Title File. All three messages begin with the following standard response heading:

(1) (2) (3)
CON 031781 1432

(1) Tells where the message is from, Department of Conservation.

(2) Date of the inquiry.

(3) Time of the inquiry.

1. CON08-No Record on File -- When no record is found on file that matches the field identifier used in the inquiry, the inquiring terminal will receive the following response:

(a) (b) (c)
CON08 NO REC CONSERVATION BHN/RUN5H004M77B

(a) Dept. of Conservation's message code for "No Record on File".

(b) Message.

(c) Identifier used in inquiry.

2. CON09-Several Records on File -- When an inquiry using a BHN matches more than three records on file, the inquiring terminal will receive the following response:

(a) (b) (c)
CON09 005 RECS ON FILE WITH BHN/237
(d)
USE MSG KEY LZBS TO RECEIVE ALL RESPONSES

(a) Dept. of Conservation's message code for "More than three matching records on file".

(b) Actual number of matching records.

(c) Identifier used in inquiry.

(d) Instruction.

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XV.B. OTHER RESPONSE EXAMPLES (Continued)

3. CON24-Reject -- If the contents of the registration number did not pass the edits described on page BOAT-149, the field code identifier REG will be placed in the reject message shown below and the message will be forwarded to the inquiring terminal. If two identifiers are used, a REG and a BHN, and the hull number is valid but the registration number is not, the same following reject message will be sent:

(a) (b) (c)
CON24 REJ--REG FIELD ERROR

- (a) Dept. of Conservation's message code for "Reject".
(b) REJ means "rejected".
(c) Field code for the identifier being rejected.

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BOAT REGISTRATIONS/TITLES (21B)

XVI. OFF-LINE SEARCHES

If registration and/or title information cannot be obtained through normal on-line inquiry due to incomplete identifiers or the record is not in the currently active file, the following off-line searches may be requested.

- A. TITLE HISTORY FILE SEARCH -- An off-line search of the Title History File can be accomplished by supplying the Department of Conservation with one or more of the following boat description fields:

Title Number
Registration Number
BHN
Owner Name

- B. PARTIAL DATA OR IDENTIFIER SEARCH -- A search of the Title History File or the Current Active File can be accomplished by supplying the Department of Conservation with partial data or incomplete identifiers such as any one of the following data fields:

Title Number
Registration Number
BHN
City

Example: a partially obliterated Boat Hull Number with only the last four characters visible, such as "M79C".

- C. REQUESTING AN OFF-LINE SEARCH -- Requests should be submitted in writing on agency letterhead indicating the type of search you need, supplying as many identifiers as possible, and indicating which files, the Title History File and/or the Current Active File, should be searched.

The request should be sent to:

Department of Conservation
Boat Titling Section
Room ~~605~~ LINCOLN TOWERS BUILDING, 2nd floor
Stratton Building 524 S. SECOND
Springfield, IL 62706

- D. NORMAL TURNAROUND -- Every effort will be made to complete the search as quickly as possible; however, the normal turnaround time will be approximately one to two weeks.
- E. WHAT YOU GET -- The end product of an off-line search is a computer listing of all records with data fields that match the identifiers which you provided. Lists are mailed to the requestor for analysis.

SECURITIES
(SEC)

SECURITIES
(SEC)

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STOLEN SECURITIES (22)

Chapter 22

S T O L E N S E C U R I T I E S

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STOLEN SECURITIES (22)

I. INTRODUCTION

This chapter contains details for entering stolen securities into the LEADS and NCIC Securities Files as well as other information pertaining to these files.

A. DEFINITION -- Securities, for the purpose of this file, consist of the following items:

- CURRENCY (Federal Reserve Note, Silver Certificate, U.S. Note, Canadian Notes, etc.)
- DOCUMENTS OR CERTIFICATES WHICH ARE GENERALLY CONSIDERED TO BE EVIDENCE OF DEBT (Treasury-issued bills, bonds, and notes; municipal and corporate bonds; debentures; other nonpersonal notes; etc.) OR OWNERSHIP OF PROPERTY (common or preferred stock)
- DOCUMENTS WHICH REPRESENT SUBSCRIPTION RIGHTS (stock warrants, stock rights); OTHER TYPES TRADED IN SECURITIES EXCHANGES IN THE UNITED STATES, EXCEPT FOR COMMODITIES FUTURES
- POSTAL AND OTHER TYPES OF MONEY ORDERS
- TRAVELER'S CHECKS
- WAREHOUSE RECEIPTS
- SAVINGS CERTIFICATES
- INTEREST COUPONS ON STOCK AND BONDS

B. PURPOSE -- The purpose of the LEADS and NCIC Securities Files is to provide assistance to law enforcement agencies in the recovery of stolen securities.

C. WHAT'S IN THE SECURITIES FILE? -- Only serially numbered identifiable securities which have been stolen, embezzled, or counterfeited may be entered into file after a theft report has been made.

D. WHAT SHOULD NOT BE IN THE SECURITIES FILE? -- Items which do not meet the requirements in this file are the following:

- PERSONAL NOTES
- BANK DRAFTS
- CASHIER'S CHECKS
- BANK OFFICER'S CHECKS
- CERTIFIED CHECKS
- PERSONAL CHECKS
- COMPANY CHECKS
- U.S. TREASURY CHECKS AND OTHER TYPES OF GOVERNMENT CHECKS (state and local)
- LOST OR STOLEN CREDIT CARDS (SEE HELP FILE LHR.CREDCRD.)
- GOLD OR SILVER COINS
- GIFT CERTIFICATES
- SAVINGS AND CHECKING ACCOUNT PASSBOOKS
- SERIALIZED FOOD COUPONS (stamps and books)
- INGOTS
- LOTTERY TICKETS
- MEDALS

*Many of these items may be entered into the Article File.

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STOLEN SECURITIES (22)

I. INTRODUCTION (Continued)

- E. RETENTION PERIOD FOR SECURITIES RECORDS -- Unrecovered, stolen, embezzled, or counterfeited securities records except traveler's checks and money orders are retained in the Securities File for the balance of the year entered plus an additional four. Traveler's checks and money orders (Type Codes TC, PM, and MO), are retained in file for the balance of the year entered plus two. See Chapter 14, Appendices, for Purge Schedule information.

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STOLEN SECURITIES (22)

II. HOW TO INQUIRE INTO/SEARCH THE SECURITIES FILE

An inquiry on a security record gives access to single and consecutively serialized security records.

A. IDENTIFIERS USED FOR ON-LINE INQUIRY

The following identifier(s) may be used to search LEADS and/or NCIC Security Files.

1. SER (Serial Number) -- This identifier must be used in combination with TYP and DEN. Only one serial number may be included in the Serial Number Field of an inquiry of the Securities File.
2. TYP (Type Code) -- This identifier must be used in combination with SER and DEN.
3. DEN (Denomination) -- This identifier must be used in combination with SER and TYP.

In a single free-form inquiry, the above identifiers must be keyed in the sequence SER/TYP/DEN. Only SER and TYP must match in a LEADS record, SER, TYP, and DEN must match in an NCIC record.

4. SOC (Social Security Number) -- This identifier may be used by itself to retrieve a security record from LEADS and NCIC. This identifier also causes a search of the LEADS Wanted and Missing Persons Files and will produce the record(s) with matching SOC Number.
5. LDS (LEADS Record Index Number) -- This identifier may be used to retrieve a copy of a specific security record in LEADS.
6. NIC (NCIC Record Index Number) -- This identifier allows retrieval of a specific record in the NCIC Security File.

B. ON-LINE INQUIRY MESSAGE KEYS

1. Basics -- The basic free-form message key is 'LZS'. With the FINQ screen format, the basic key is 'Z'. Which files are searched by a single inquiry message is determined by the identifiers used in the inquiry as well as the suffix added to the basic message key. Here are the available suffixes and what they do:

<u>MKE SUFFIX</u>	<u>MEANING</u>
Blank or None	Search LEADS and NCIC Stolen Security Files
1	Search LEADS only Stolen Security File

2. Using the Inquiries Table -- A detailed analysis of security inquiry message keys, identifiers, sample free-form inquiries, and the file(s) searched is provided in the SECURITY ON-LINE INQUIRIES TABLE on page SEC-4.

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STOLEN SECURITIES (22)

SECURITY ON-LINE INQUIRIES TABLE

A. LINE NO.	B. MESSAGE KEY		C. PRIMARY IDENTIFIER	D. SAMPLE FREE-FORM INQUIRY	E. SECURITY FILES SEARCHED
	FORMAT	FREE-FORM			
1	Z	LZS.	SER TYP DEN	LZS.SER/125636431.TYP/MO.DEN/BLANK.	LEADS & NCIC. Provides the record(s) with matching SER and TYP.* DEN does not have to match in a LEADS record.**
2	Z	LZS.	SOC	LZS.SOC/334400311.	LEADS & NCIC. Provides the record(s) with matching Social Security Number (SOC). Also searches LEADS Wanted and Missing Person Files.
3	Z1	LZS1.	SER TYP DEN	LZS1.SER/C1234567AE.TYP/SB.DEN/100.	LEADS Only. Provides the record(s) with matching SER and TYP. DEN does not have to match.
4	Z1	LZS1.	SOC	LZS1.SOC/334400311.	LEADS Only. Provides the records with matching Social Security Number (SOC). Also searches LEADS Wanted and Missing Person Files.
5	Z	LZS.	LDS	LZS.LDS/S9402345.	LEADS Only. Produces the one record matching the LEADS Number (LDS).
6	None	NZN.	NIC	NZN.NIC/S330263196.	NCIC Only. Produces the one record matching the NCIC Number (NIC).

*NCIC Only: Will search for records having same TYP code or TYP/AO (All Others). Use of AO in an inquiry searches for any record having a matching SER and DEN, regardless of the TYP code in the record.

**NCIC Only: An inquiry containing "BLANK" in the DEN Field will pull only records that are entered with the word BLANK in the DEN. However, if an inquiry on a security includes a DEN having a face value, the records pulled could have a matching DEN or DEN/BLANK.

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STOLEN SECURITIES (22)

II. HOW TO INQUIRE INTO/SEARCH THE SECURITIES FILE (Continued)

C. SECURITY SUMMARY INQUIRIES

Free-form summary inquiries allow agencies to obtain a listing of all active security entries initiated by their own department, or all departments located in the same state police district for a specific day. These inquiries have been provided to assist departments in obtaining information to aid investigatory efforts.

1. Basic Message Key: LZS9. (required)
2. Day: DAY/Ø215. (required) Summary inquiries must be for a specific day and cannot be older than 60 days.
3. File Message Key: MKE/ES. (optional) The field code MKE, followed by the desired file message key (minus the "L") will access records entered with that message key on the day indicated. For example: LZS9.DAY/Ø215.MKE/ES. would result in a listing containing consecutively serialized security records entered on February 15.
4. CDC: CDC/____. (optional) If used, will narrow the search to include only records entered by a specific agency (will include entries by all terminals within a department that have the same last two alpha characters in the CDC, e.g., TPB, PPB, DPB, UPB).
5. DST: DST/____. (optional) If used, will direct search to include all records entered by agencies located in the specified State Police District. (Must use CDC or DST; don't use CDC and DST in same inquiry.)
6. Sample Security Summary Inquiries:

- a. LZS9.DAY/Ø331.MKE/ES.CDC/KCX.

Will return a list of all single serialized security records entered by Chicago PD on March 31st.

- b. LZS9.DAY/Ø828.MKE/ES.

Will return a list of all single serialized securities entered throughout the state on August 28th.

- c. LZS9.DAY/Ø7Ø4.MKE/ES.DST/Ø4.

Will return a listing of all active single serialized securities entered on July 4th by agencies located within State Police District 4.

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STOLEN SECURITIES (22)

II. HOW TO INQUIRE INTO/SEARCH THE SECURITIES FILE (Continued)

D. INQUIRY INTO THE CANADIAN SECURITIES FILE

LEADS users may initiate an inquiry to CPIC to access the Securities files. The CPIC Securities file contains records on stolen bonds, Canadian-issued currency, foreign-issued currency, money orders, traveller's checks, Canadian and foreign passports, stocks, vehicle documents, and other types of securities. All security inquiries must contain a reason for inquiry and an indication if the security is in sight of the officer making the request. The identifiers that may be used from the security for inquiry are serial number, corporation name, issuer, or name of the owner. The type of security must also be indicated.

1. Constructing A Canadian Security Inquiry

- a. Message Key: The message key used to access the CPIC Security file is structured differently than those for the Vehicle and Persons files. A standard message key of NQCN. must be followed by the message key CSQ. The complete message key **NQCN.CSQ.** will carry your inquiry to the CPIC Security file.
- b. Inquiry Identifiers: Several identifiers are available to generate a security inquiry through CPIC. Any one of the identifiers may be used.
 - 1) Serial Number: Field code **SER/** must precede the number. Must be used with valid type code. Maximum 23 characters.
 - 2) Corporate Name: The name of the corporation issuing a corporate bond or debenture (includes banks, trust companies, credit unions, charitable/religious groups, and cooperatives) may be used as the inquiry identifiers with an applicable type code. Field code **COR/** must precede the number. Maximum 30 characters.
 - 3) Issuer: The name of the issuer of a stock(s) may be used as an identifier with a valid type code. Preface the issuer name with field code **ISS/**. Maximum 30 characters.
 - 4) Name: The last name of the owner of a security may be used as an identifier with a valid type code. The name must be prefaced with field code **NAM/**. Maximum 14 characters.
- c. Type: A valid type code must be indicated with every security inquiry. The type code must be valid for the identifier used in the inquiry. The type code must be prefaced with field code **TYP/**.

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STOLEN SECURITIES (22)

II.D.1. Constructing A Canadian Security Inquiry (Continued)

SECURITY TYPE CODES

<u>Description</u>	<u>Code</u>
Corporate Bonds, debentures issued by corporations; includes banks, trust companies, charitable/religious groups, credit unions, and co-operatives	BD
Canadian-issued currency	CC
Foreign-issued currency	CU
Stolen, lost, or fraudulent identification documents	ID
Money orders, traveller's checks	MO
Passports; Canadian and foreign	PP
Federal, provincial and municipal bonds and debentures	SB
Stocks	ST
Vehicle documents	VD
All other security documents	OT

VALID IDENTIFIER AND TYPE COMBINATIONS

<u>Inquiry Identifier</u>	<u>Use Type Code(s)</u>
Serial Number	any
Corporation name	SB, BD, MO, OT
Issuer	ST
Owner name	BD, ID, MO, PP, SB, VD, OT

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STOLEN SECURITIES (22)

II.D.1. Constructing A Canadian Security Inquiry (Continued)

- d. Reason for Inquiry: Each security inquiry must indicate the reason the request is being initiated. Field code **RSN/** must be followed by a valid code.

REASON FOR INQUIRY CODES

<u>Reason for Request</u>	<u>Code</u>
Narcotics	N
Fraud (includes counterfeit documents)	F
Violent Crimes (includes robbery, murder, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

- e. Person/Property in Sight: Each security inquiry must indicate if the requestor has the person or property in sight. Field code **PPS/** must be followed by an N for no, or a Y for yes.

f. Sample Inquiries:

(1) (2) (3) (4) (5)
1) **NQCN.CSQ.SER/TESTSEC12345.TYP/PP.RSN/S.PPS/Y.**

- 1= Security inquiry message key; NQCN.CSQ.
- 2= Serial number
- 3= Type code; passport
- 4= Reason for inquiry; theft
- 5= Person/Property in Sight; yes

(1) (2) (3) (4) (5)
2) **NQCN.CSQ.COR/BANK OF ONTARIO.TYP/SB.RSN/N.PPS/N.**

- 1= Security inquiry message key; NQCN.CSQ.
- 2= Issuing corporation name
- 3= Type code; federal/provincial/municipal bond/debenture
- 4= Reason for inquiry; narcotics
- 5= Person/Property in Sight; no

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STOLEN SECURITIES (22)

II.D.1. Constructing A Canadian Security Inquiry (Continued)

(1) (2) (3) (4) (5)
3) NQCN.CSQ.ISS/IBM.TYP/ST.RSN/V.PPS/Y.

1= Security inquiry message key; NQCN.CSQ.
2= Issuer; IBM
3= Type; stock
4= Reason for inquiry; violent crime
5= Person/Property in Sight; yes

(1) (2) (3) (4) (5)
4) NQCN.CSQ.NAM/DOORIGHT.TYP/MO.RSN/S.PPS/Y.

1= Security inquiry message key; NQCN.CSQ.
2= Last name of the owner
3= Type of security; traveller's check
4= Reason for inquiry; theft
5= Person/Property in Sight; yes

2. Response Sources

After making a Security inquiry to Canada, a response will be received from CPIC. No response will be received from LEADS or NCIC CHF. A separate inquiry must be made to check LEADS and NCIC.

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STOLEN SECURITIES (22)

II. HOW TO INQUIRE INTO/SEARCH THE SECURITIES FILE (Continued)

- E. OFF-LINE STOLEN SECURITY FILE SEARCHES -- On-line inquiries require that you know the complete serial number, type, and denomination or social security number and are limited to the file of currently active records.

In cases where you do not have the primary identifiers, you can use any other information about the security which corresponds to one of the data fields in a LEADS record (except the MIS Field) to request an off-line search. The more information you have about the security in question, the fewer possible 'hits' you will have to investigate. However, information which would not be found in a coded field within the LEADS record is of no value for conducting the search. Also, the MIS Field cannot be searched by the computer.

1. Requesting An Off-Line Search -- To request an off-line search of the LEADS Stolen Security File, send an administrative message to terminal KQC or write letter on departmental letterhead and include the following information.
 - a. "REQUEST FOR STLN SECURITY SEARCH".
 - b. Details about the security in question.
 - c. Indication that only currently active records are to be searched or that active and cancelled records are of interest.
 - d. Name and telephone number of agency contact person on this case.
2. Results in 24-48 Hours -- Terminal KQC is only monitored from 0830-1630, Monday through Friday, excluding holidays. Messages sent to KQC at times when it is not being monitored are printed out and will be read when the operator arrives for the next monitoring period. An off-line search generally takes 24-48 hours to complete after the request has been read by the KQC terminal operator. Additional time may elapse before the hard copy report is received at the requesting agency.
3. What You Get -- The end-product of an off-line search is a computer listing of all data fields from every LEADS record which matched the identifiers you provided. The number of matches could be anywhere from zero to several thousand. When the number of matches is small, a member of the LEADS staff will call the contact person (requestor) and discuss the results. Longer lists are mailed to the requestor for analysis.
4. NCIC Records Not Included -- A LEADS off-line search only covers records entered into the Illinois LEADS Files by Illinois terminals. Records entered into NCIC from terminals in other states are NOT included in the off-line search.

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STOLEN SECURITIES (22)

III. RESPONSE INTERPRETATION

Every inquiry is acknowledged by some kind of response message from the LEADS computer. Each response message is the result of the combination of message key and identifier(s) used in the security inquiry and will result in one of four basic kinds of response messages. They include the following:

- Reject (The inquiry was submitted incorrectly.)
- No Record On File or Negative Response
- Hit or Positive Response (A record found in LEADS and/or NCIC with matching inquiry identifiers.)
- System Status

These kinds of response and system status messages are explained in the following paragraphs.

- A. REJECTS -- A reject message indicates that (1) your message cannot be understood or processed by the computer and (2) the computer will do nothing further until you send another message. Once you receive a reject message, correct your error and then try the inquiry again.
- B. NEGATIVE RESPONSES -- Every inquiry message that is not rejected will cause certain files to be searched. See the SECURITY ON-LINE INQUIRIES TABLE on page SEC-4. When no matching record(s) is found, the computer returns a NO REC or negative response message. NO REC responses look like the following:
1. NO REC LEADS Message -- When no matching record is found in the LEADS Hot Files, this is the message that will be returned:

Line (1) M/94-552

Line (2) CHF 071794 1300

Line (3) ZUK NO REC LEADS SER/D30232 TYP/BD DEN/1000

Line (1) is a copy of whatever you entered in the M/ Field of your inquiry. If you did not use the M/ Field, there will be no Line (M) in the response.

Line (2) is the standard header for all LEADS Hot File messages.

Line (3) begins with the CDC of the inquiring terminal. "NO REC LEADS" means no record was found containing the identifiers you inquired upon, which are repeated at the end of Line (3). You should then double check the identifiers returned in the NO REC message with those you were given to inquire on.

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STOLEN SECURITIES (22)

III.B. NEGATIVE RESPONSES (Continued)

2. Negative NCIC Response -- If your inquiry contains the appropriate message key and identifiers for an NCIC file search but no matching record is found, the following type of message will be returned.

Line (1) M/94-771
Line (2) 1LØ1 NCIC RESPONSE
Line (3) ILØ8496T4
Line (4) NO RECORD SER/D3Ø232 TYP/BD DEN/1ØØØ

Line (1) repeats data that appeared in the M/ Field of your inquiry.

Line (2) indicates that the message came from NCIC.

Line (3) is the ORI of the terminal which did the inquiry.

Line (4) tells you that no record was found with the given identifiers.

You should double check the identifiers in the response with those you were asked to inquire on to be sure no error has been made.

3. Negative CPIC Response -- When no matching record is found in CPIC, the following response will be returned.

FROM ON
UYA 11.21.56 05/03/93 ON1005900
IL08495U1

** FROM CPIC - SECURITY FILE **

QUERY NOT ON FILE

SECURITY
TYPE: MO SNME: DOORIGHT
REM: 25H, IL08495U1

03MAY93/12:21/55

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STOLEN SECURITIES (22)

III. RESPONSE INTERPRETATION (Continued)

C. HITS AND POSITIVE RESPONSES

1. Action Steps Required On A Hit - Refer to Volume 1, Hit Procedures.
2. Hit is from LEADS or NCIC? -- The first line (the second line if you used the M/ Field in your inquiry) of a message will tell you whether the hit is from LEADS or NCIC.

Examples of First Lines:

From LEADS: CHF 071894 1300
'CHF' stands for LEADS Computerized Hot Files

From NCIC: 1L01 NCIC RESPONSE
'1001' will appear in place of '1L01' in multiple-block NCIC responses.

3. LEADS and NCIC RECORD "LABELS" - The last item in the second line of all LEADS positive responses is a "label" which identifies the kind of record hit by your inquiry. NCIC's equivalent to the LEADS message label is found in the third line of a positive response, which translates the message key (MKE) used to enter the record in NCIC. The following table explains the meaning of each label that might appear in a Security record.

LEADS - NCIC SECURITY FILE RECORD LABEL COMPARISON TABLE

MKE THAT CAUSES LABEL	LEADS MKE TRANSLATIONS	NCIC MKE TRANSLATIONS
LES LESS	STOLEN STLN GROUP REC	STOLEN SECURITY STOLEN SECURITIES
LMS LLS LLSS	LOCATED *	LOCATED SECURITY LOCATED SECURITY LOCATED SECURITIES

*You cannot Locate LEADS only Group Records.

There are no caution indicators that may be attached to Security Records.

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STOLEN SECURITIES (22)

III.C. HITS & POSITIVE RESPONSES (Continued)

4. Typical LEADS Hit Messages -- All LEADS Single Security File hit messages begin with the standard CHF header line followed by 9 lines from the record that was hit and end with "CONFIRM WITH ORA". Because of optional data fields, some messages may not contain complete data. The example below shows where each data field would appear in a LEADS hit message on a single stolen security record containing data in every field.

Example: LEADS Single Stolen Security Hit -- The NCIC version of the same record is shown on page SEC-15.

```
M) M/94-333
0) CHF 080394 1126

1) ZZUK LDS/S9402213 STOLEN
2) DOT/080394 TYP/TC SER/E1234567AE
3) DEN/100 ISS/USTREASURY
4) OWN/LOVE,B G SOC/334400311 SDT/M091296
5) MIS/4 1-2 INT
6) OCA/943299
7) ORA/FBI CHICAGO IL
8) ENT/ZIG OPR/AS TME/1108 DTE/080394 NIC/S331597345
9) CONFIRM WITH ORA
```

Explanation:

- Line M repeats the data used in the M/ Field of the inquiry.
- Line 0 'CHF' identifies this message as having been created by the LEADS Computerized Hot Files.
'080394 1126' are the date and time that the LEADS computer found the record.
- Line 1 The 'Z' in the first position is taken from the message key used for the inquiry.
'ZUK' is the CDC of the inquiring terminal. The second item is the LEADS Record Index Number.
'STOLEN' indicates this is still an active record on a single stolen security.
- Line 2 Date of Theft and security description fields - Type and Serial Number. (Required data.)
- Line 3 Denomination and Issuer. (Required data.)
- Line 4 Owner's Name, Social Security Number, and Security Date. (Except for Social Security Number, Required data.)
- Line 5 Miscellaneous Field. (Optional data.)
- Line 6 Case number of the entering agency. (Optional data.)

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STOLEN SECURITIES (22)

III.C.4. Typical LEADS Hit Messages (Continued)

- Line 7 Agency that holds the theft report, FBI, Chicago, IL.
- Line 8 Who entered the record and when.
The presence of a NIC Field indicates the record is also entered in NCIC.
NOTE: If you receive a response that shows the NIC Field like this "NIC/ZZZZZZZZZZ", see NCIC Record Index Number Field Description, SEC-67.
- Line 9 Reminder to confirm with the ORA that the record is still active before taking further action.

5. Typical NCIC Hit Messages

Example: NCIC Stolen Security -- The following example is the same record shown for the LEADS Stolen Security Hit on page SEC-14.

```
M)  M/94-333
Ø)  1LØ1 NCIC RESPONSE
1)  ILØ8496T4
2)  MKE/STOLEN SECURITY
3)  ORI/ILFBICGØØ TYP/TC SER/          E1234567AE DEN/          1ØØ
4)  ISS/USTREASURY OWN/LOVE,B G SOC/3344ØØ311 SDT/MØ91296 DOT/Ø8Ø394
5)  MIS/4 1-2 INT
6)  OCA/ S94Ø2213
7)  NIC/S331597345
8)  ORI IS FBI CHICAGO IL
```

Explanation:

- Line M Repeats exactly what was in M/ Field of inquiry.
- Line Ø Tells you the record is in the NCIC File.
- Line 1 ORI of the terminal that ran the inquiry.
- Line 2 Translation of the Enter message key which created this record.
- Line 3 'ORI/ILFBICGØØ' is the ORI of the agency holding the theft report.
The remaining fields describe the Type, Serial Number, and Denomination.
- Line 4 Issuer, Owner, Social Security Number, Security Date, and Date of Theft.
- Line 5 Miscellaneous Field.

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STOLEN SECURITIES (22)

III.C.5. Typical NCIC Hit Messages (Continued)

Line 6 The OCA Field appears automatically in an Illinois agency record and shows the record number (LDS) of the corresponding record in LEADS.

Line 7 The NCIC Index Number for this record.

Line 8 Translation of the entering agency's ORI.

6. Typical LEADS Hit Messages

Example: LEADS Consecutively Serialized Stolen Securities -- The NCIC version of the same record is shown on page SEC-17.

M) M/94-555
0) CHF 080394 1027

1) ZZUK LDS/S9401345 STLN GROUP REC
2) DOT/061694 TYP/MO SER/125636431-125636440
3) DEN/BLANK ISS/USTREASURY
4) OWN/BEARER SDT/BLANK
5) MIS/STOLEN WITH BEN LEE CTG TRUCK
6) OCA/1550049
7) ORA/FBI CHICAGO IL
8) ENT/YIG OPR/AS TME/2010 DTE/062594 NIC/S330263196
9) CONFIRM WITH ORA

Explanation:

Line M Repeats the data used in the M/ Field of the inquiry.

Line 0 'CHF' identifies this message as having been created by the LEADS Computerized Hot Files. '080394 1027' are the date and time that the LEADS computer found the record.

Line 1 The 'Z' in the first position is taken from the message key used for the inquiry. 'ZUK' is the CDC of the inquiring terminal followed by the LEADS Record Index Number. 'STLN GROUP REC' is the abbreviation for Stolen Group Record which means this record is a Consecutively Serialized Stolen Security Record.

Line 2 Date of Theft and security description fields - Type and Serial Numbers indicating there are 10 (the minimum in one entry) consecutively serialized securities. (Required data.)

Line 3 Denomination and Issuer. (Required data.)

Line 4 Owner and Security Date. (Required data, except for other than currency there is no SDT.)

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STOLEN SECURITIES (22)

III.C.6. Typical LEADS Hit Messages (Continued)

- Line 5 Miscellaneous Field.
- Line 6 Case number of the entering agency. (Optional data.)
- Line 7 Agency that holds the theft report, FBI, Chicago, IL.
- Line 8 Who entered the record and when. The presence of a NIC Field indicates the record is also entered in NCIC. The NIC Field will not appear if there is no corresponding record in NCIC.
- NOTE: If you see a response that shows the NIC Field like this, NIC/ZZZZZZZZZZ, see NCIC Record Index Field Description SEC-67.
- Line 9 Reminder to confirm with the ORA that the record is still active before taking further action.

7. Typical NCIC Hit Messages

Example: NCIC Consecutively Serialized Stolen Securities -- The following example is the same record shown for the LEADS Consecutively Serialized Security hit on page SEC-16.

```
M)    M/94-555
0)    1LØ1 NCIC RESPONSE
1)    ILØ8496T4
2)    MKE/STOLEN SECURITIES
3)    ORI/ILFBICGØØ TYP/MO DEN/                BLANK ISS/USTREASURY
4)    OWN/BEARER SDT/    BLANK DOT/Ø61694 OCA/ S94Ø1345
5)    MIS/STOLEN WITH BEN LEE CTG TRUCK
6)    NIC/S33Ø263196
7)    ORI IS FBI CHICAGO IL
8)    SER/125636431-12563644Ø
9)    IMMED CONFIRM RECORD WITH ORI
```

Explanation:

- Line M Repeats the data used in the M/ Field of the inquiry.
- Line 0 Tells you the response is from NCIC.
- Line 1 Shows the ORI of the terminal that ran the inquiry.
- Line 2 Translates the message key used to enter the record into NCIC.
- Line 3 Contains the ORI of the terminal which entered the record and security description fields type (TYP), denomination (DEN), and issuer (ISS).

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STOLEN SECURITIES (22)

III.C.7. Typical NCIC Hit Messages (Continued)

- Line 4 Security description fields owner (OWN), security date (SDT), date of theft (DOT), and case number of the entering agency (OCA).
- Line 5 The Miscellaneous Field contains same information as found in MIS Field of corresponding LEADS record.
- Line 6 Gives the NCIC record number.
- Line 7 Translates the ORI number from Line 3.
- Line 8 Shows consecutively serialized numbers (SER).
- Line 9 Reminds you to confirm record with ORI.

8. Sample CPIC Hit Message

- a. Security Hits from CPIC -- CPIC contains several types of hits in their Security file. Unlike CPIC Vehicle and Person records, Security records must be confirmed via directed message to the originating Canadian agency after it has been verified that the security inquired upon matches the security identified in the hit.

1) Types of Security hits

Stolen
Lost or Missing
Pawned or Loaned
Counterfeit
Fraudulent and recovered securities; bonds, currency, credit cards, ID's, traveller's checks, and passports
Associated to another record**

- ** There may be occasions when a CPIC security record is tied to another CPIC record(s), much like a "pointer" record. In these cases, the hit(s) will clearly illustrate the association with another record.

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STOLEN SECURITIES (22)

III.C.8. Sample CPIC Hit Message (Continued)

2) Confirming CPIC Security hits -- There is no automatic confirmation by CPIC on Security hits. The agency receiving a hit must:

- a) Verify that the security in the hit response is the same as the security inquired upon,
- b) Send a Hit Confirmation directed message (LFR.ADMHCREQ.) to the originating Canadian agency. A seven character agency identifier will be provided in the hit response. Place CN at the front of the seven character identifier to form a complete ORI.

Sample seven character identifier: ON3Ø57Ø

ORI for Hit Confirmation message: ON3Ø57ØØØ

- c) Once it has been confirmed that the security in question is the correct one, and that the status in CPIC is current and correct, it can be impounded pending specific instructions from the agency that entered the record into CPIC. The recovering agency may also contact Washington INTERPOL for assistance regarding the disposition of the security.

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STOLEN SECURITIES (22)

III.C.8. Sample CPIC Hit Message (Continued)

b. Sample CPIC Security Hit

Inquiry: NQCN.CSQ.SER/TESTSEC12345.TYP/ST.RSN/N.PPS/Y.

Response:

FROM CN
KUK 11.25.21 04/24/92 CNON10059
IL08496T4

** FROM CPIC - SECURITY FILE **

```
*****
* POSSIBLE CPIC SECURITY HIT.                                     *
*                                                                 *
* YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE RECORDS BEING RETURNED. *
*                                                                 *
* CONFIRMATION ON THE SELECTED SECURITY MUST BE ACCOMPLISHED USING *
* A YQ MESSAGE ADDRESSED TO THE CANADIAN LAW ENFORCEMENT AGENCY *
* IDENTIFIED AS THE ORIGINATOR OF THE RECORD.                   *
*                                                                 *
* YOU MUST ADD 00 TO THE END OF THE 7-DIGIT CANADIAN AGENCY IDENTIFIER *
* IN THE RECORD.                                                 *
*                                                                 *
* (EXAMPLE: ENTERED BY: TORONTO PF ON30570 ON 1991-01-01)      *
*                                                                 *
* DESTINATION ORI FOR CONFIRMATION WOULD BE ON3057000.          *
*****
```

QUERY POSSIBLE HITS FOR
SECURITY

TYPE: ST SER: TESTSEC12345
REM: 22H,IL08496T4

***NO: 1

SER: TESTSEC12345
TYPE: ST STATUS: STOLEN
ISSUER: NELSON INDUSTRIES LTD DEN: 50 EXP: 1995-04-01
CORP: NELSON INDUSTRIES
REM: TEST RECORD FOR CANADIAN-USE ACUPIES INTERFACE
CASE: ACUPIES-TEST-SEC1
ENTERED BY: INTERPOL NAT. CENT. BUREAU ON10059 ON 1992-02-10

CONFIRM ALL HITS WITH ORIGINATING AGENCIES
TOTAL HITS ON FILE: 1

24APR92/12:22/03

INTERPOL - OTTAWA, CANADA.

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STOLEN SECURITIES (22)

III.C.8. Sample CPIC Hit Message (Continued)

- c. Explanation -- The first three lines of the hit provide a date and time stamp. The fourth line, "***FROM CPIC - SECURITY FILE**", identifies the record as a CPIC Security hit. The box section provides information on confirming the hit; send a directed message to the ORA, convert the seven character identifier to a nine digit ORI by attaching CN. The information following the box is the actual hit. Note that the inquiry identifiers are repeated (QUERY POSSIBLE HIT FOR...). The remainder of the information provides serial number, type issuer, denomination, etcetera. The response is concluded with the date and time.
- D. SYSTEM STATUS MESSAGES -- These kinds of messages are received when you request a file search that cannot be handled or will be delayed. System Status messages begin with an index code and are usually self-explanatory.
- E. MULTIPLE HITS FROM NCIC -- When a positive response to an inquiry results in multiple hits with the caveat "ADDITIONAL HITS AVAILABLE, CONTACT NCIC CONTROL IF NEEDED", the information NCIC Control needs to retrieve these additional hits from the Securities File is Serial Number, Type, and Denomination; Owner and Type; or Social Security Number only. NCIC Control may be contacted through NLETS addressed to ORI/DCFBIWA00 or telephone number (202) 324-5005.

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STOLEN SECURITIES (22)

IV. "LOCATING" SECURITIES RECORDS

A. WHAT IS "LOCATING"? -- Locating a record means to add a notation or "flag" to a stolen security record that was entered into the file by another agency to indicate that your agency has recovered the security. **LOCATING IS NOT A SUBSTITUTE FOR CONFIRMING THE RECORD'S STATUS with the ORA.** A Locate flag indicates that the security has been recovered in the event another agency hits the record before it is cancelled by the ORA.

B. WHEN IS LOCATING REQUIRED?

Once it has been established that two specific conditions have been met, it is your agency's responsibility to immediately send a Locate message. The two conditions are:

- (1) It has been confirmed that the record you hit pertains to the security inquired on.
- (2) Your agency has actually recovered the security. The Locate message causes information to be added to the specific record identified in that message.

If these conditions are met for more than one record (you hit more than one record pertaining to exactly the same security), a separate Locate message must be transmitted for each individual record.

C. EXCEPTIONS

1. Do not Locate a record that was entered by your own department. Instead, Cancel it.
2. A single Locate message for a LEADS record will be automatically sent to NCIC to Locate the NCIC copy of the record.

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STOLEN SECURITIES (22)

IV. "LOCATING" SECURITIES RECORDS (Continued)

D. HOW TO SEND A LOCATE MESSAGE

1. Records in LEADS Only or in LEADS and NCIC -- The following procedure is appropriate for a Single Security Record in LEADS. The NCIC 'copy' of a record entered into both LEADS and NCIC by the same Illinois ORA will automatically be Located by the message for the LEADS copy of the record. Consecutively Serialized Security records entered by Illinois terminals cannot be Located by other Illinois terminals.

- a. The Elements of a Locate Message Are:

Message Key (MKE)
LEADS Record Index Number (LDS) of record to be Located.
Serial Number (SER) from record to be Located.
Locate Field Code (LOC) and your terminal's CDC.

- b. The LEADS Locate Message Key is identical to the modify message key.

LMS.

- c. Sample LEADS Locate Message -- Single Stolen Security

The following example shows how the Stolen Security record in the example on page SEC-14 would be Located by someone using terminal UYA.

(1)	(2)	(3)	(4)
LMS.LDS/S9402213.SER/E1234567AE.LOC/UYA.			

Field (1) is the message key.

Field (2) is the LEADS Record Number from Line (1) of the hit message on page SEC-14 (same as OCA Field, Line (6) of the NCIC hit on page SEC-15).

Field (3) is the SER as shown.

- d. LEADS Modify Format to Locate -- You can also use the following modify format to Locate a record in LEADS (and NCIC):

LFR.FMOD.

- e. LEADS Locate Acknowledgment Message -- If you correctly format the Locate message, the computer will acknowledge that the record in LEADS (and NCIC) has been Located by sending the following message:

(1)	(2)
UYAMODIFY LDS/S9402213	

Field (1) The CDC of the terminal that sent the Locate message.

Field (2) LEADS Record Index Number of the record you Located, even though the message says "MODIFY".

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STOLEN SECURITIES (22)

IV.D.1. Records in LEADS Only or in LEADS and NCIC (Continued)

- f. LEADS Automatic Locate Notification -- If a record that you have entered is Located by another Illinois agency, you will receive the following coded message from LEADS:

(1) CHF 081494 1320

(2) CHF24 LDS/S9402775 LOCATED -- 1320 081494 BY ZUK

Line (1) Identifies this message as coming from LEADS and indicates the time and date it was received.

Line (2) Shows the coded message (CHF24), the LEADS number of the record that was LOCATED, the time and date that this occurred, and the CDC 'KUK' of the terminal which Located your record.

2. Record in NCIC Only -- This procedure is followed when you have recovered a security entered into NCIC by a non-Illinois agency. In that case, the record will not be in LEADS. DO NOT use this procedure when the NCIC record is only a copy of a record in LEADS and both were entered by the same Illinois agency.

a. NCIC Locate Message Elements - Single Security Record

Message Key (MKE)

NCIC Record Number (NIC)

Originating Authority's Case Number (OCA) from the record being Located.

Date of Recovery in Month, Day, Year format (MMDDYY).

Recovering Agency's Case Number (Optional).

- (1) The NCIC Locate Message Key Is:

LLS.

Failure to use this message key for a security record being Located will result in the following reject message:

1L01 NCIC RESPONSE
ILORI0000 (Your ORI)
REJ MKE ERR

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STOLEN SECURITIES (22)

IV.D.2.a. NCIC Locate Message Elements - Single Security Record (Continued)

(2) Sample NCIC-Only Locate Messages -- Single Stolen Security

(1)	(2)	(3)	(4)	(5)
LLS.NIC/S739923435.OCA/94-5550.081494.755.				

Field (1) NCIC Locate Message Key.

Field (2) NCIC Record Index Number of record to be Located.

Field (3) Originating Authority's Case Number taken from the NCIC record.

Field (4) Date of recovery (081494); must be six digits in length. Note that there is no field code preceding the date.

Field (5) Optional case number of the recovering agency; can be from 1 to 9 positions long. Note that there is no field code preceding your case number.

(3) Successful NCIC Locate Acknowledgment Message:

1L01 NCIC RESPONSE
ILORI0000 (Your ORI)
LOCATED NIC/S739923435

b. NCIC Locate Message Elements -- Consecutively Serialized Security Record

Message Key (MKE)

NCIC Record Number (NIC)

Consecutive Serial Numbers from the record being Located.

Date of Recovery in Month, Day, Year format (MMDDYY).

Recovering Agency's Case Number (Optional).

(1) The NCIC Locate Message Key Is:

LLSS.

Failure to use this message key for a Consecutively Serialized Security record being Located will result in a reject message.

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STOLEN SECURITIES (22)

IV.D.2.b. NCIC Locate Message Elements -- Consecutively Serialized Security Record (Continued)

(2) Sample NCIC-Only Locate Messages -- Stolen Consecutively Serialized Securities

(1)	(2)	(3)	(4)	(5)
LLSS.NIC/S354467885.SER/3350-3355.081494.333.				

Field (1) NCIC Locate Message Key.

Field (2) NCIC Record Index Number of record to be Located.

Field (3) Consecutive Serial Numbers from record to be Located. One or more securities may be Located with one Locate message.

Field (4) Date of recovery (081494); must be six digits in length. There is no field code preceding the date.

Field (5) Optional case number of the recovering agency; can be from 1 to 9 positions long. There is no field code preceding your case number.

(3) Successful NCIC Locate Acknowledgment Message:

```
1L01 NCIC RESPONSE
ILORI0000 (Your ORI)
LOCATED NIC/S354467885
```

E. NCIC AUTOMATIC LOCATE NOTIFICATION

1. What Is Locate Notification? -- When any department in the nation successfully sends a Locate message against an NCIC security record, the originating terminal of the Located record is automatically sent a Locate Notification Message. The Notification Message is immediately followed by a second message which includes a portion of the Located record. These two messages are sometimes referred to as "dollar sign L" messages.
2. Sample Locate Notification Messages -- The sample messages below illustrate what would be received at the entering LEADS terminal if that agency's Stolen Security record was Located by an out-of-state agency.

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STOLEN SECURITIES (22)

IV.E.2. Sample Locate Notification Messages (Continued)

Part 1 0) FROM NCIC
1) \$.L.IL08496T4
2) LOCATE NOTIFICATION AT 1206 EDT 091794.
3) 1L010266757403035.LS.WI013095Y.NIC/S331597345.OCA/S9402213.091794.
4) W94992
5) LOCATING ORI IS DOJ CIB CONTROL CENTER TERMINAL A MADISON WI
6) MKE/LOCATED SECURITY
7) ORI/IL08496T4 TYP/TC SER/ E1234567AE DEN/ 100
8) ISS/USTREASURY OWN/LOVE,B G SOC/334400311 SDT/M091296 DOT/080394
9) OCA/ S9402213 091794 WI013095Y W94992
10) NIC/S331597345

Part 2 11) CHF 091794 1106

12) CHF24 LDS/S9402213 LOCATED--1106 091794 BY WI013095Y

Explanation of NCIC Locate Notification Message

Part 1 -- NCIC Summary of Locate Transaction and Copy of Located NCIC Record

Line 0 Identifies the source of the message and is the first line of the 2-line block header.

Line 1 Identifies this as a "dollar sign L" or Locate Notification message. "IL08496T4" is the ORI of the agency that received this message.

Line 2 Describes message type and when, in Eastern Daylight Time, the Locate was processed by NCIC.

Line 3 The first 17 characters identify NCIC as the source of the message and include data inserted in the NCIC header programatically and used for control purposes.

- "LS" means Located Stolen Security Record.
- "WI013095Y" is the ORI of the agency that recovered the Security and sent the Locate message to NCIC.
- NIC and OCA are two identifiers from the original record used in the Locate message.
- "091794" is the date that the record was Located.

Line 4 is the recovering agency's case number.

Line 5 translates the ORI given in Line 3.

Lines 6-10 present the complete NCIC record as it would appear in a hit message after the record is Located. In Line 6, "STOLEN SECURITY" is changed to "LOCATED SECURITY". In Line 9, the MIS Field is replaced with the date the record was Located, the Locating ORI, and the Locating agency's case number. The last line is the record's NIC number.

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STOLEN SECURITIES (22)

IV.E.2. Sample Locate Notification Messages (Continued)

Part 2 -- LEADS Summary of Locate Transaction

Line 11 is the standard header of all messages that originate from the LEADS Hot Files.

Line 12 is a coded (CHF24) message that gives a summary of the Locate.

F. WHEN YOUR RECORD IS LOCATED

1. Normal Circumstances -- When a security is recovered and the LEADS/NCIC records have been Located, the records have served their intended purpose -- to aid in recovery. Therefore, when a Locate Notification message is received on one of your department's records, you should immediately Cancel the record. Failure to Cancel a Located record will result in the record being automatically purged 10 days after the date it was Located.
2. Consecutively Serialized Security Records -- Although Illinois terminals cannot Locate Illinois Consecutively Serialized Security records, out-of-state terminals can Locate such Illinois records that are in NCIC. This does not mean that the record has been Located in the LEADS File -- just the NCIC File. If part or all of an Illinois Consecutively Serialized Security record that is also in NCIC is Located by an out-of-state agency, then the Illinois agency should Cancel, or Cancel and re-enter the record, whichever is appropriate.
3. Locate Notification Without Confirmation -- If you receive a Locate Notification message without having been contacted by the Locating agency regarding the status of your case, you should contact the Locating agency to confirm that they have actually recovered the security described in the Located record.
4. Cannot Modify -- After a record has been Located, the entering agency cannot Modify the record in any manner. To do so will produce a coded reject message.
5. Incorrect Locate -- If a record has been Located by mistake, there is no way to remove the Locate "flag". The only alternative is to Void the Located record and enter a new record.

V. ENTERING SECURITIES RECORDS

If the minimum required identifiers are available, then Stolen Security reports must be entered by all law enforcement agencies with terminal access to the LEADS Hot Files. See Chapter 30, LEADS Regulations and Policies.

A. REQUIREMENTS FOR LEADS ENTRY

1. Certain Kinds of Stolen Securities -- The kinds of Securities which may be entered in this file are listed in the Introduction of this chapter.
2. Theft Report -- In order to enter a security as stolen, your department or the department for which you provide LEADS services must have a theft report in an active case file.
3. Minimum Identifiers -- The following identifiers represent the minimum amount of data required to enter securities into the LEADS file.

MKE - Message Key
DOT - Date of Theft
TYP - Type
SER - Serial Number
DEN - Denomination
ISS - Issuer
OWN - Owner
SDT - Security Date (Required for currency entries only.)
ORA - Originating Authority Name
ENT - Entering Terminal's CDC
OPR - Entering Operator's Initials

4. Duplicates -- It is possible to enter the same security twice, one entered either by your department or another one. You will, however, receive a warning message that the record you have entered appears to be a duplicate. See page SEC-34.

B. REQUIREMENTS FOR NCIC ENTRY

By using the message keys LES and LESS, every record you successfully enter into LEADS will also be sent to NCIC.

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STOLEN SECURITIES (22)

V. ENTERING SECURITIES RECORDS (Continued)

C. GENERAL ENTRY PROCEDURES

After receiving a theft report or some form of documentation, you should review the following steps in completing the entry.

1. Review Requirements for Entry -- Review the requirements in paragraphs V.A and B to be sure the security(s) you have been asked to enter meets all the requirements for entry.
2. Study Sample Enter -- Sample Enter messages are in Section VI.
3. Obtain Necessary Codes -- Codes are listed in Section VII. It may be helpful to look them up and write them on the document you will be keying from.
4. Choose Free-Form or Format -- You may enter in the free-form or format mode. The sequence of fields for free-form entry is given in paragraph D which follows. To obtain the format, type LFR.FES.
5. Key the Data -- Key the data. Double check your keying. Then transmit the message to the computer.
6. Check the Acknowledgment Message -- After the computer has accepted your entry and placed it on file, it will return a copy of the record to your terminal. See paragraph E which follows. You should compare the data in this message with the document you entered the record from to be sure that no errors have been made. Any errors should immediately be corrected by modification. See Section VIII.
7. Retain Acknowledgment Message -- The Enter Acknowledgment Message must be retained in the entering agency's Active Messages File. See Chapter 30, LEADS Regulations and Policies.
8. Inquiry to Check Message in NCIC -- You may do an inquiry on a record you have just entered to verify the information sent to NCIC and to check the NCIC number.

V. ENTERING SECURITIES RECORDS (Continued)

D. FREE-FORM ENTRY

A free-form message must follow the proper sequence. All data fields end with a period, whether data is entered in them or not. Every free-form Security enter message must be formatted in a minimum of 8 lines and have exactly 15 periods. On the CRT screen, the data in one field may not begin on one line and end on the next, except for the MIS Field.

1. Free-Form Sequence

```
Line (1)  MKE.TMP.  
Line (2)  DOT.TYP.SER.DEN.  
Line (3)  ISS.  
Line (4)  OWN.SOC.SDT.  
Line (5)  MIS.  
Line (6)  OCA.  
Line (7)  ORA.  
Line (8)  ENT.OPR.
```

2. Sample Free-Form Enter Message

Problem: Using a free-form message, enter a U.S. Savings Bond, which was reported stolen on August 4, 1994. The Serial Number is C1234567AE, the Denomination is a hundred dollars at 8% interest, the Issuer is the U.S. Treasury, and the bond becomes payable to the owner, B. G. Smith, on September 12, 1996. The owner's Social Security Number is 334-40-0311. No miscellaneous data was entered in this record. This record, case number 943299, was entered by operator AS, from terminal ZHJ, for the Quincy Police Department.

```
Line (1)  LES.STOLEN QUINCY.  
Line (2)  080494.SB.C1234567AE.100.  
Line (3)  USTREASURY.  
Line (4)  SMITH,BG.334400311.M091296.  
Line (5)  8 INT.  
Line (6)  943299.  
Line (7)  PD QUINCY IL.  
Line (8)  ZHJ.AS.
```

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STOLEN SECURITIES (22)

V. ENTERING SECURITIES RECORDS (Continued)

E. ENTER ACKNOWLEDGMENT MESSAGE

If the LEADS computer accepts your enter message, it will return a copy to your terminal with your CDC and the LEADS record number (LDS) added to the first line, and the time and date of entry added to the last line. This is called an Enter Acknowledgment message. The acknowledgment message for the entry above would be:

```
Line (0)  CHF  080494  0956

Line (1)  ZHJ S9402794 LES.STOLEN QUINCY.
Line (2)  080494.SB.C1234567AE.100.
Line (3)  USTREASURY.
Line (4)  SMITH,BG.334400311.M091296.
Line (5)  8 INT.
Line (6)  943299.
Line (7)  PD QUINCY IL.
Line (8)  ZHJ.AS.0956.080494.
```

Line (0) is the standard CHF date and time stamp. Lines (1) through (8) correspond exactly to your original enter message. Line (1) includes your CDC and the LEADS Record Index Number (S9402794) assigned by the LEADS computer. Line (8) ends with the time and date (0956.080494.) that the LEADS computer accepted the record.

F. REJECTS

Any message that you might receive in response to your enter message other than an Enter Acknowledgment is a reject message. Most reject messages mention a particular field. If the error is not obvious, turn to the Field Description pages for the field mentioned and try to find the error. Also, check the fields that precede and follow the mentioned field.

G. ADDITIONAL ENTER INFORMATION

1. U.S. Savings Bond(s) -- A person whose U.S. Savings Bond(s) has been stolen should file a claim with the Bureau of Public Debt. The claim may be made by informal letter and should include the following data if available: (a) the name that appears as the first owner; (b) the Social Security Number of the first owner; (c) the Address of the first owner; (d) the Denomination; and (e) the Serial Number. Information concerning a stolen bond which is needed for entry in NCIC may also be obtained from the Bureau of Public Debt. Letters should be addressed to:

Bureau of Public Debt
200 3rd Street
Parkersburg, WV 26101

V.G. ADDITIONAL ENTER INFORMATION (Continued)

2. Consecutively Serialized Securities

- a. A group of consecutively serialized securities may be entered in a single message provided the securities are identical except for the serial numbers.
- b. The procedure to enter a group differs from the entry of a single security only in the Message Key and Serial Number Fields.
- c. The beginning and ending Serial Numbers of the sequence are entered with a hyphen separating the two numbers. The computer will accept two Serial Numbers containing an equal number of characters, not exceeding 18 in each number, and separated by a hyphen.
- d. Serial Numbers must be numerically consecutive. Alpha characters only may not be used as Serial Numbers. Alpha characters may be present as a prefix, suffix, or intermixed in the numerical characters; however, their identity and position must be constant in any two numbers used to denote a sequence. The computer will accept group entries only when the rightmost numeric characters establish the consecutive sequence.

<u>Examples:</u>	5387621-5387630	ABC6782-ABC6790
	5382961-5382968	AB67C53-AB67C58
	1235BD-1244BD	AB6782C-AB6790C

- e. Do not enter a consecutively serialized group of Stolen Securities whose serial numbers have a common suffix containing the alphabetic letter "O"; make a separate entry for each security.
- f. When a group of consecutively serialized stolen securities are correctly entered, the LEADS computer automatically generates one group record with one LEADS Number.
- g. No more than 50 consecutively serialized securities can be entered as one group. If more than 50 securities are to be entered, additional group entries should be made. Inclusion of more than 50 stolen securities in one group entry will result in the entry being rejected.

Example: To enter a group of stolen securities totaling more than 50 with serial numbers A526800-A526862, make two entries - A526800-A526849 and A526850-A526862.

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V. ENTERING SECURITIES RECORDS (Continued)

H. DUPLICATE ENTER ATTEMPTS

1. Records in LEADS -- If a message is entered with the same SER and TYP as a record already on file, the DEN will be compared with the record(s) on file. If they are equal, the message will be considered an apparent duplicate, and a message will be sent back to the entering terminal which will say "APPARENT DUP ENTRY MAKE Z INQ VOID DUP" followed by the LEADS Number(s) of the record(s) already on file.

The telecommunicator should then make an inquiry, using the LEADS message number(s) just received to get the records already on file. If they are actually duplicates, Void the message just entered. If two securities are of identical description, but were involved in separate thefts, the messages are not duplicates.

If an agency enters a duplicate record on their own, whether the record on file is active or Cancelled, a reject message will be sent back to the entering terminal stating "REJ SER/ ON FILE LDS/ ". If the previous entry is a Cancelled record and re-entry is necessary, Void the Cancelled record and re-enter the message.

2. Records in NCIC -- If the TYP, SER, DEN, OCA and ORI Fields of a stolen securities entry message are the same as those field codes of a record already on file in NCIC, the second entry will be rejected with the message "REJ ON FILE". The record on file will also be transmitted.

A duplicate record will be accepted if the ORI in the second entry is different. The first entry will also be transmitted as a response to the second entry.

J. CONTACT NOTIFICATION REQUEST (NOAH)

If the ORI wishes to be notified each time its record is "hit", the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field.

K. TRAINING ENTER MESSAGE

A special message key is provided when you wish to practice entry of stolen security records: LTSE. The rest of the enter message format is exactly the same for training as it is for an actual enter.

When the computer receives a message beginning with LTSE, it analyzes (edits) the entire message the same as it would for any other enter. If it finds an error, it will send you the appropriate error message. If your training message is correct, no record is placed in the file, but you will receive the following message:

cdcTRAINING MSG FORMAT EDIT OK.

The training edit routine does not check for duplicates already on file. It merely determines that the message is formatted correctly and that the data meets all of the edit requirements.

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STOLEN SECURITIES (22)

VI. SAMPLE ENTER MESSAGES

This section contains two sample enter problems and formatted enter messages.

A. ENTER PROBLEM 1 - Single Stolen Security

A theft report on a U.S. Savings Bond was received at 9 PM on October 19, 1994, at PD Springfield by telecommunicator AS. The serial number is D83907078E, the bond's worth is \$500, and its issue date was 06/01/90. The owner of the bond is John Robert Powell whose Social Security Number is 339-90-0712. Other items stolen in the burglary are indicated in the Miscellaneous Field. The case was assigned number 94-555; the record was entered from terminal ZLE.

Sample Formatted Enter (Call Format with LFR.FES.):

```
L ES__ TMP STOLEN SPRINGFIELD 2000
DOT 101994 TYP SB SER D83907078E
DEN 500 ISS USTREASURY
OWN POWELL,JOHN ROBERT
SOC 339900712 SDT P060190 MIS LDS/A9455243 LDS/A9455244
OCA 94-555 ORA PD DECATUR IL ENT ZLE OPR AS
```

Illinois LEADS Reference Manual

STOLEN SECURITIES (22)

VI. SAMPLE ENTER MESSAGES (Continued)

B. ENTER PROBLEM 2 - Consecutively Serialized Stolen Securities

On December 1, 1994, the FBI Office in Chicago was notified of a theft of ten blank money orders stolen from the U.S. Post Office Main Branch in Chicago. The money orders were issued by the U.S. Treasury and have consecutive serial numbers beginning with 125636431 and ending with 125636440. The FBI's case number is 1550049 and will be entered at terminal YIG by telecommunicator AS.

Sample Formatted Enter (Call Format with LFR.FES.):

L ESS TMP STOLEN US POST OFFICE CHICAGO
DOT 120194 TYP PM SER 125636431-125636440
DEN BLANK ISS USTREASURY
OWN BEARER
SOC _____ SDT BLANK MIS _____
OCA 1550049 ORA FBI CHICAGO IL ENT YIG OPR AS

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STOLEN SECURITIES (22)

VII. FIELD DESCRIPTIONS AND CODES

A. FIELD DETAILS

The following pages provide a detailed description and specifications for each of the data fields found in LEADS Security File records and messages. Each field is described in a standard format on the following pages. Once you become familiar with the format, you should be able to quickly locate specific information about any field.

B. SUMMARY/INDEX

On the opposite side of this card is a summary and index for all Security File data fields. The columns of the summary/index are identified by letters which correspond to the paragraph labels on the detail pages. You may find that the summary will answer your questions and you will not need to refer to the detail pages.

C. CODES

The codes used in a particular field are included in a table immediately following the corresponding Field Description. Refer to column Y for code table page numbers.

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STOLEN SECURITIES (22)

SECURITY FILE DATA FIELD SUMMARY / INDEX

A.	B.	X.	Y.	C.	D.	E.	G.1	G.2	G.3	H.
	FIELD	PAGE FOR DETAILS	PAGE # FOR CODES	NO. OF POSITIONS	CHAR-ACTER TYPES (1)	USED WITH INQ.?	WHEN MODIFYING, YOU MAY ADD	CHANGE	DELETE	REQD. FOR ENTER?
	Message Key/Record Label	MKE	39	40	3-5	C	No	No	No	Yes
	Temporary Info. for Enter	TMP	41		to 50	L,N,P	N/A	N/A	N/A	No
	Date of Theft	DOT	42		6	N	N/A	Yes	No	Yes
	Type	TYP	43	44	2	C	N/A	Yes*	No	Yes
	Serial Number	SER	45		to 37	L,N	N/A	Yes*	No	Yes
	Denomination	DEN	47		to 9	N,C,P	N/A	Yes	No	Yes
	Issuer	ISS	49		to 15	L,P	N/A	Yes	No	Yes
	Owner	OWN	52		to 40	L,C,P	N/A	Yes	No	Yes
	Social Security Number	SOC	54		9	N	Yes	Yes	Yes	No
	Security Date	SDT	55		to 7	N,C	N/A	Yes	No	Yes
	Miscellaneous (Permanent)	MIS	57		to 30	L,N,P,C	Yes	**	**	**
	Orig. Authority's Case Number	OCA	61		to 9	L,N,P	Yes	Yes	Yes	No
	Orig. Authority's Agency Name	ORA	62		8-25	L,N,P	N/A	Yes	No	Yes
	Entering Terminal CDC	ENT	63		3	C	N/A	No	No	Yes
	Ent. Term. Oper. Initials/ID	OPR	64		2	L,N	N/A	No	No	Yes
	Time of Entry	TME	65		4	N	N/A	No	No	N/A
	Date of Entry	DTE	66		6	N	N/A	No	No	N/A
	NCIC Record Index Number	NIC	67		10	C,N	N/A	No	No	N/A
	LEADS Record Index Number	LDS	68		8	C,N	N/A	No	No	N/A

(1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.

P = Certain punctuation marks and special characters.

* May not be changed in a Consecutively Serialized Securities Record.

** Optional data in most records; however, some records require specific miscellaneous data. See K.5. of Miscellaneous Information Field Description & Codes.

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STOLEN SECURITIES (22)

FIELD DESCRIPTION

- A. FIELD NAME: Message Key/Record Label
- B. FIELD CODE: MKE
- C. FIELD LENGTH: 3-5 positions free-form; 2-4 with the LFR.FES. format.
- D. CHARACTER TYPE(S) ALLOWED: Specific letters and the number "1".
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required
- J. PURPOSE AND USAGE: The message key tells the computer what kind of message you have sent it and which file(s), LEADS only or LEADS and NCIC, are involved. See Security File Message Key Table on page SEC-40.

There are no caution indicator suffixes.

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STOLEN SECURITIES (22)

MESSAGE KEY/RECORD LABEL (MKE) (Continued)

K. ALLOWABLE DATA AND EDITS:

Allowable Data -- The message key for a Security File message must be taken from the following table:

SECURITY FILE MESSAGE KEY TABLE

<u>MESSAGE TYPES</u>	<u>TO CALL CRT SCREEN FORMATS*</u>	<u>STOLEN SECURITY BASIC MESSAGE KEYS*</u>
<u>INQUIRY</u>		
LEADS & NCIC	LFR.FINQ.	LZS.
LEADS Only	LFR.FINQ.	LZS1.
<u>ENTER</u>		
LEADS & NCIC Single Security	LFR.FES.	LES.
LEADS & NCIC (Consecutively Serialized Securities)	LFR.FES.	LESS.
LEADS Only Single Security	LFR.FES.	LES1.
LEADS Only (Consecutively Serialized Securities)	LFR.FES.	LESS1.
Training Only	LFR.FES.	LTSE.
<u>CANCEL</u>	LFR.FCANC.	LCS.
(Consecutively Serialized Securities)	LFR.FCANC.	LCSS.
<u>TRAINING CANCEL</u>	LFR.FCANC.	LTSC.
<u>VOID</u>	LFR.FVOID.	LXS.
(Consecutively Serialized Securities)	LFR.FVOID.	LXSS.
<u>MODIFY</u>	LFR.FMOD.	LMS.
(Consecutively Serialized Securities)	LFR.FMOD.	LMSS.
<u>TRAINING MODIFY</u>	LFR.FMOD.	LTSM.
<u>LOCATES</u>		
LEADS	LFR.FMOD.	LMS.
NCIC (No LEADS)	(none)	LLS.
NCIC Only (Consecutively Serialized Securities)	(none)	LLSS.

*WHEN USING SCREEN FORMATS -- Screen formats generally provide the first one or two characters of the message key. When using a key from the table above, do not repeat the characters which have been provided in the format. For example, the message key listed above for Cancelling a stolen security is LCS. The LFR.FCANC. format provides the LC. Therefore, you should only type in the S to complete the message key.

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STOLEN SECURITIES (22)

FIELD DESCRIPTION

- A. FIELD NAME: Temporary Information for Enter Message
- B. FIELD CODE: TMP
- C. FIELD LENGTH: Up to 50 positions
- D. CHARACTER TYPE(S) ALLOWED: All types. Only the period (.) is NOT permitted.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:

ADDED? N/A

CHANGED? N/A

DELETED? N/A

The data placed in this field is not stored in the computer file. Therefore, it cannot be modified.

- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Optional
- J. PURPOSE AND USAGE: To include, at the time of record entry, information of immediate but temporary value that will appear in the Enter Acknowledgment Message only. The contents of this field are NOT entered into the Security File and are NOT forwarded to NCIC.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Any free-text notes or statements.

Edits -- None.

SAMPLE COMPLETION:

- 1) **TMP/STOLEN TINLEY PARK**
Indicate "What" (Stolen) and "Where" (Tinley Park) if theft is older than 24 hours.
- 2) **TMP/STOLEN JOLIET 1500**
Indicate What, Where, and When (theft occurred) if theft occurred within last 24 hours.

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STOLEN SECURITIES (22)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Date of Theft
- B. FIELD CODE: DOT
- C. FIELD LENGTH: Always 6 positions
- D. CHARACTER TYPE(S) ALLOWED: Numbers only
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required in all cases.
- J. PURPOSE AND USAGE: Denotes the date the security was stolen, embezzled, or counterfeited, if known, regardless of when the record is entered into the computer file. In the case of embezzlement or counterfeit, DOT would have to be an assumed date or date of discovery.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Any date in Month/Day/Year format. June 29, 1994 would be coded 062994.
- Edits -- Date must be 6 numerics; be valid in terms of the month, day and year combination being a possible date, and cannot be more recent in time than the date of entry into the computer.

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STOLEN SECURITIES (22)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Type or Serial Number Type Code
- B. FIELD CODE: TYP
- C. FIELD LENGTH: 2 positions
- D. CHARACTER TYPE(S) ALLOWED: Specific alphabetic codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|--|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Single Security - Yes | <u>DELETED?</u> No |
| | Consecutively Serialized Securities - No | |
- H. ON ENTRY, DATA IS: Required. To insure accurate retrieval of information entered in the file, use the code which most precisely describes the item being entered (e.g., Treasury Bond - TB; Federal Home Loan Bank or Federal Land Bank issues - GG; U.S. Postal Money Orders - PM; Common, "Capital" or "Ordinary" Stock - CS; or Preferred Stock - PS). Use the more general codes such as BD (bond), MO (money order), and NT (note) for those securities which cannot be described more positively by any other of the listed codes.
- J. PURPOSE AND USAGE: To classify securities into categories and to help restrict search parameters.
- K. ALLOWABLE DATA AND EDITS: Must be one of the 2-letter codes shown in the SECURITIES TYPE CODES TABLE on the following page.

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STOLEN SECURITIES (22)

SECURITIES TYPE CODES TABLE

CURRENCY (PAPER MONEY, BILLS, BANK NOTES)

BANK OF CANADA (CANADIAN NOTES)	BC
FEDERAL RESERVE BANK NOTE (Not to be confused with the freely circulating Federal Reserve Note)	FB
FEDERAL RESERVE NOTE	FR
GOLD CERTIFICATE	GC
NATIONAL BANK NOTE	NB
SILVER CERTIFICATE	SC
U.S. NOTE	UN

U.S. TREASURY AND OTHER U.S. GOVERNMENT ISSUES

BILL, TREASURY	BL
BOND, TREASURY	TB
BOND, U.S. SAVINGS (Includes "Liberty", "War", etc.)	SB
BOND, U.S. RETIREMENT PLAN	RB
CERTIFICATE OF INDEBTEDNESS, TREASURY	TD
MONEY ORDER, U.S. POSTAL (U.S. POST OFFICE)	PM
NOTE, U.S. SAVINGS	SN
NOTE, TREASURY	TN
OTHER U.S. GOVERNMENT ISSUES	GG

OTHER ISSUES

BOND (Not more specifically described above)	BD
DEBENTURE	DB
MONEY ORDER	MO
NOTE (Not more specifically described above)	NT
STOCK, COMMON, "CAPITAL" OR "ORDINARY"	CS
STOCK, PREFERRED	PS
TRAVELERS CHECK	TC
ALL OTHERS	AO
Certificates of Indebtedness	
Equipment Trust Certificates	
Participation Certificates	
Rights (Warrants reflecting privilege to subscribe to new issue)	
Warehouse Receipts	

***NOTE:** Credit cards cannot be entered as Securities or Articles. Refer to Help File LHR.CREDCRD. for Credit Card Hotline telephone numbers and information.

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STOLEN SECURITIES (22)

FIELD DESCRIPTION

- A. FIELD NAME: Serial Number
- B. FIELD CODE: SER
- C. FIELD LENGTH: Up to 18 positions or up to 37 positions (two serial numbers, containing an equal number of characters, not exceeding 18 in each number and separated by a hyphen).
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numeric. Hyphen is allowed to separate serial numbers in consecutively serialized security records.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|--|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Single Security - Yes | <u>DELETED?</u> No |
| | Consecutively Serialized Securities - No | |
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: A serial number is a unique number used to identify a stolen or embezzled security.
- K. ALLOWABLE DATA AND EDITS:
1. When entering an SER, omit spaces, hyphens (with the exception of consecutively serialized securities which require a hyphen between the two serial numbers), and symbols.
 2. Consecutively Serialized Security records cannot include more than 50 consecutive serial numbers.
 3. When an asterisk (*) symbol is an integral part of a SER, as in the case with some U.S. currency, the asterisk is not to be included. The words "ASTERISK SER" must be the first entry in the MIS Field, or the entry will be rejected.
 4. Alphabetic characters alone cannot be used in a serial number.
 5. If a serial number is represented by one character(s) over another character(s), enter the numerator first immediately followed by the denominator without underscore or diagonal (slash) symbol (i.e., AB/BD would be entered ABBD).

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STOLEN SECURITIES (22)

SERIAL NUMBER (SER) (Continued)

6. Postal money orders (TYP/PM) have a standardized ten-character number. Entering more than ten characters in the SER Field will produce a reject message.
7. U.S. Saving Bond serial numbers begin with an alphabetic character and end with either one or two alphabetic characters. All of the alphabets should be included in the SER Field.
8. Do not enter as a serial number any number typed on the certificate following the name of the owner. If the number typed after the name of the owner is the owner's Social Security Number, include it in the SOC Field.
9. If TYP is FR, SER must be a minimum of nine or a maximum of ten characters. The first character must be an alphabetic A thru L. Positions two thru nine must be numeric. If the SER is ten characters, the tenth position must be an alphabetic A thru L. If the TYP is FR and SER is nine characters, the MIS Field must contain "ASTERISK SER" as the first two words.

10. If TYP is SB and DEN is: First character of SER must be:

1Ø	X
25	Q
5Ø	L
75	K
1ØØ	C
2ØØ	R
5ØØ	D
1ØØØ	M
5ØØØ	V
1ØØØØ	X
1ØØØØØ	W

In each case, the last character of the SER must be A, B, C, D, E, F, G, H, J, or K.

11. If TYP is SB and the last character is: The SER Field must be:

E	3-12 characters
EE	4-12 characters
H	3-1Ø characters
HH	4-11 characters

12. If TYP is SN and DEN is: First character of SER must be:

25	Q
5Ø	L
75	K
1ØØ	C

13. When "COUNTERFEIT" is first item in MIS Field, edits of SER do not apply.

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STOLEN SECURITIES (22)

FIELD DESCRIPTION

- A. FIELD NAME: Denomination
- B. FIELD CODE: DEN
- C. FIELD LENGTH: Up to 9 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric and the words "BLANK" or the letters "WR" and the hyphen (-).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required
- J. PURPOSE AND USAGE: To show the amount of money represented by bonds, debentures, currency, travelers checks, money orders, notes, and other securities as indicated thereon.
- K. ALLOWABLE DATA AND EDITS:
1. An amount which does not include a fraction of a dollar should be entered omitting the cents position, e.g., a money order for \$37.00 would be entered as 37.
 2. When the amount includes a fraction of a dollar, a hyphen should be used in place of a period (decimal), e.g., a money order for \$35.75 would be entered as 35-75.
 3. Denominations of money orders stolen, embezzled, or missing before being issued by appropriate authority and before amounts were indicated thereon should be entered as "BLANK", thus indicating that the amount to be paid was not stated on the money order.
 4. Enter the number of shares represented by stock certificates, as these securities do not state an amount which is to be paid and which can be used to denote denomination. Do not enter par value (face value at the time the stock was issued) in the Denomination Field. If the number of shares represented by a stock certificate are not set out because the certificate was stolen before being properly executed, the word "BLANK" should be entered in the DEN Field.

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STOLEN SECURITIES (22)

DENOMINATION (DEN) (Continued)

5. With respect to warrants and rights, enter the number of new securities which the document entitles the owner to purchase as will be clearly stated in the document. When the number includes a fraction represented with a numerator and a denominator, a hyphen should be used to represent the slash (/), e.g. 4 3/8 would be shown as "4 3-8". When the number includes a fraction represented as a decimal, a hyphen should be used in place of the decimal point, e.g., 4.75 would be entered as "4-75".
6. Since warehouse receipts do not represent a value and may be issued for numerous types of warehouse items, enter in the DEN Field only the alpha characters "WR".
7. Do not use commas, periods, decimal points, or dollar signs in the Denomination Field. Denomination should always be entered in numerical form except where entry of the word "BLANK" or the alpha characters "WR" are appropriate.
8. If TYP is: DEN must be:

BC	1, 2, 5, 10, 20, 50, 100, 500, or 1000
BL	1000, 5000, 10000, 15000, 50000, 100000, 500000, or 1000000
FB	1, 2, 5, 10, 20, 50, or 100
FR	1, 2, 5, 10, 20, 50, 100, 500, 1000, 5000, or 10000
NB	5, 10, 20, 50 or 100
RB	50, 100, 500, or 1000
SB	10, 25, 50, 75, 100, 200, 500, 1000, 5000, 10000, or 100000
SC	1, 2, 5, 10, 20, 50, 100, 500, or 1000
SN	25, 50, 75, or 100
TB	50, 100, 500, 1000, 5000, 10000, 100000, or 1000000
TD or TN	1000, 5000, 10000, 100000, 1000000, 10000000, or 5000000000
UN	1, 2, 5, 10, 20, 50, 100, 500, 1000, 5000, or 10000
9. When "COUNTERFEIT" is first item in MIS Field, edits on DEN Field do not apply.
10. The following are examples of entries in the Denomination Field:

\$1,000 Bond	DEN/1000
100 Shares Stock Certificate	DEN/100
\$5 Federal Reserve Note	DEN/5
\$37.50 Money Order	DEN/37-50
Warehouse Receipt	DEN/WR
Warrant representing right to purchase four shares of stock	DEN/4
Money Order stolen prior to issue	DEN/BLANK

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STOLEN SECURITIES (22)

FIELD DESCRIPTION

- A. FIELD NAME: Issuer
- B. FIELD CODE: ISS
- C. FIELD LENGTH: Up to 15 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic and the hyphen (-).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To show the name of the company, agency, or organization as printed on the Security even though the Security may have been stolen, embezzled, or missing before being appropriately prepared or "issued" by an authorized person.
- K. ALLOWABLE DATA AND EDITS:
1. Issuer of U.S. currency and U.S. Treasury obligations (e.g., Treasury Bonds, Bills or Notes; Treasury Certificates of Indebtedness; U.S. Individual Retirement Bonds; U.S. Retirement Plan Bonds; U.S. Savings Bonds) should be shown as "USTREASURY" (disregard the name of bank or corporation which may have issued the document as an agent of the Government). Issuer of the securities issued by other agencies of the U.S. Government should be shown by full name or use of a generally accepted abbreviation for that agency. Issuer of Bank of Canada Notes (currency) may be shown as "CANADA".
 2. When name of issuer has more characters than the 15 characters permitted in this field, the name should be abbreviated to 15 characters in as meaningful a fashion as possible.
 3. Abbreviations used in the financial pages of newspapers are acceptable and will serve as useful guidelines. Care should be exercised to insure accuracy in making the identification.
 4. To conserve space, words such as The, And, Limited, Company, Co., Corporation, Corp., Of, At, Incorporated, Inc., Association, Assoc., etc., should not be included.

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STOLEN SECURITIES (22)

ISSUER (ISS) (Continued)

5. Name of a state or a province included in a corporate name which serves to set the name of the corporation apart from other corporations having similar names should be included where feasible, e.g., Standard Oil Company (New Jersey), the Standard Oil Company (Ohio), Standard Oil Company of California. Commas and periods are not to be used for punctuation. Parentheses should be replaced with hyphens if punctuation is necessary.
6. Initials may be included, but with periods omitted. If initials constitute the full name, the name should be written without intervening spaces or periods.
7. In abbreviating words, use generally accepted abbreviations or contractions when feasible. In circumstances which involve names consisting of a large number of separate words, it may be desirable for purposes of recognition to utilize several letters of key words.

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STOLEN SECURITIES (22)

ISSUER (ISS) (Continued)

8. The following are examples of acceptable abbreviations for issuers:

FULL NAME

ABBREVIATION

Allied Chemical Corp.	ALLIED CHEMICAL
American Express Company	AMERICAN EXPRES
Bank Of America National Trust And Savings Association	BK AM N T S or BANK AMER NTS
Bank of New York	BK OF NEW YORK
Canadian Pacific Express Company	CANAD PACIF EXP
C.E.I.	CEI
Central National Bank of Cleveland	CNT NAT BK CLEV
Chicago, Illinois, Transit Authority	CG IL TRNS AUTH
The Deltona Corporation	DELTONA
Dominion Bankshares Corporation	DOMINION BKSHRS
Eastern Air Lines, Inc.	EASTERN AIR L
Equitable Savings & Loan Association	EQUITABLE S-L
Federal Home Loan Bank of New York	FHLB NY
The First National City Bank Of New York	1ST NAT C BK NY
First Union, Inc.	FIRST UNION
General Electric Credit Corporation	GE CREDIT CORP
Honeywell, Inc.	HONEYWELL
Household Finance Corporation	HFC
International Business Machines Corp.	IBM
Investors Diversified Services, Inc.	IDS
Japan Air Lines	JAPAN AIR LINES
Johnson & Johnson	JOHNSON-JOHNSON
Kaiser Resources, Ltd.	KAISER RESOURCE
King County, Washington, Kent School District No. 415	KING C KENT 415
Louisiana-Pacific Corporation	LA-PACIFIC
Maryland National Bank	MD NAT BK
Northwestern Financial Corporation	NW FINANCIAL
OCE-Industries, Inc.	OCE-INDUSTRIES
Pay Less Drug Stores Northwest, Inc.	PAY LS DRG S NW
Pyramid Derrick & Equipment Corp.	PYRMD DRK-EQUIP
Quaker Oats Co.	QUAKER OATS
Realty Income Trust	REALT INC TRUST
Republic National Bank Of Dallas	REP N BK DALLAS
Rheem Manufacturing Company	RHEEM MFG
Standard Oil Company (New Jersey)	STANDARD OIL-NJ
Suburban Propane Gas Corp.	SUBRBN PROP GAS
Thos. Cook And Son (Bankers) Ltd.	THOS COOK-BNKRS
Trans Canada Pipelines	TRNSCANADA PIPE
U.S. Fidelity & Guaranty Co.	US FIDEL-GURNTY
Virginia National Bank	VA NAT BK
Western Union Corp.	WESTERN UNION
Youngstown Sheet & Tube Co.	YNGSTWN S-TUBE
Zenith Radio Corp.	ZENITH RADIO

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STOLEN SECURITIES (22)

FIELD DESCRIPTION

- A. FIELD NAME: Owner (for Currency Entries Use "Bearer")
- B. FIELD CODE: OWN
- C. FIELD LENGTH: Up to 40 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic letters, one comma (,), and the words "BLANK" and "BEARER".
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: To indicate the name of the owner as it appears on the face of the security.
- K. ALLOWABLE DATA AND EDITS:
1. The entire name of the owner should be entered in the following order: last name (required); comma (required); first name or initial (required); single space (required); middle name(s) or initial(s) if any; and single space after each name or initial.
 2. Only one comma may be used in the name of a person. Incorrect placing or omission of the comma will result in a negative response to inquiries on the name. Also, if more than one comma is used when entering the name, the message will be rejected.
 3. If the owner is not a person, but a company, bank, brokerage house, etc., list the full name in the same order as it appears on the documents, but do not include the following words or symbols:

AND	CORPORATION	LTD.	&	()
CO.	INC.	OF	,	/
COMPANY	INCORPORATED	S.A.	.	(and other
CORP.	LIMITED	THE	-	symbols)

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STOLEN SECURITIES (22)

OWNER (OWN) (Continued)

4. If the owner's name exceeds 40 positions, write the name out to the maximum extent possible. This may result in eliminating a part of a word or special words.

Examples

- (a) First National Bank Of San Gregorio, California would be entered FIRST NATIONAL BANK OF SAN GREGORIO CALIFOR.
 - (b) Bank Of America National Trust And Savings Association would be entered BANK AMERICA NATIONAL TRUST SAVINGS ASSO.
 - (c) Merrill Lynch, Pierce, Fenner & Smith, Inc. would be entered MERRILL LYNCH PIERCE FENNER SMITH.
5. The word "BEARER" must be entered for all types of currency--Bank of Canada (Canadian Note), Federal Reserve Bank Note, Federal Reserve Note, Gold Certificate, National Bank Note, Silver Certificate and U.S. Note. The word "BEARER" should be used as "OWNER" when the name of the owner is not set out on the face of the security because the security was designed not to include a specific owner's name or when the security contains the words "Payable to Bearer".
 6. The word "BLANK" should be used when the security was stolen, embezzled, or lost before a name was written in the appropriate space provided for name of owner.
 7. When co-owners (two owners) are listed on the security, use only the name of the first person listed even though the second person listed is the survivor of the other who is now deceased. Titles such as "Mr.", "Mr or Mrs.", "Mr. and Mrs.", "Dr.", "Dr. or Mrs.", "Dr. and Mrs.", etc., are not to be included except when it is necessary to differentiate a wife's identity from that of her husband in which case the title MRS. would be included, e.g., SWANSON, ROBERT D MRS.
 8. Disregard the name of the person (or organization) identified as beneficiary or as the one to whom security is payable on death (P.O.D.).
 9. The person or company holding a travelers check or money order at the time of theft, embezzlement, or loss should be identified as the owner even though this information may not be indicated on the face of the document. The original purchaser of a travelers check whose name appears thereon or the payee of a money order (person to whom payment is to be made) should be included in the Miscellaneous Field to assist in identification.

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STOLEN SECURITIES (22)

FIELD DESCRIPTION

- A. FIELD NAME: Social Security Number
- B. FIELD CODE: SOC
- C. FIELD LENGTH: 9 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional, but should be readily available from the owner, the issuer, the transfer agent, or the owner's broker or investment company.
- J. PURPOSE AND USAGE: To provide further identification by providing the Social Security Number of the person who is the owner of the security.
- K. ALLOWABLE DATA AND EDITS:
1. If the owner of the security being entered is not a person but is a corporation, foundation, etc., the owner will have no Social Security Number; therefore, no entry should be made in the SOC Field.
 2. If the security being entered intentionally does not list the name of the owner (e.g., a "bearer" bond) or the security was stolen before it had been executed in all respects by the appropriate authority, no entry should be made in the SOC Field.
 3. No word (e.g., NONE), abbreviation (e.g., UNK, UNKN), or other combination of characters should be entered in the SOC Field to indicate there is no Social Security Number or that it is not known.
 4. When co-owners are listed on the security, use the SOC of the first person listed if available.
 5. Entries of U.S. Savings Bonds and U.S. Savings Notes should include the Social Security Number if this data is available. Each U.S. Savings Bond issued after December 1973 is required by law to have the Social Security Number of the first-named owner printed on the face of the bond.

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STOLEN SECURITIES (22)

FIELD DESCRIPTION

- A. FIELD NAME: Security Date (or Series Year)
- B. FIELD CODE: SDT
- C. FIELD LENGTH: Up to 7 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric, letter codes M and P, and the word "BLANK".
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: The Security Dates on a security are of primary significance because one date indicates when the security is due, Maturity Date, and the other indicates when the Security was issued, Issue Date.
- K. ALLOWABLE DATA AND EDITS:
1. Securities Other than Currency
 - a. When maturity date is referred to, the date entered in the Security Date Field is to be preceded by the letter "M". For example, M071294 is the Maturity Date for July 12, 1994.
 - b. When issue date is referred to, the date entered is to be preceded by the letter "P". For example, P051694 is the Issue Date for May 16, 1994.
 - c. Securities such as bonds, debentures, notes and other certificates acknowledging debt usually set out a specific date when they become payable to owner (Maturity). Maturity Date is to be entered in the SDT Field when it appears on the security.
 - d. Certain Securities such as stock certificates may represent shares of ownership in a corporation and as such have no Maturity (Due) Date. Others such as travelers checks and money orders may be documents which can be cashed if appropriately signed or endorsed. For such securities, the date prepared or issued should be entered as Issue Date.
 - e. If a money order was stolen before it was properly issued and the Issue Date appears thereon, the word "BLANK" is to be entered in the Security Date Field.

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STOLEN SECURITIES (22)

SECURITY DATE (or Series Year) (SDT) (Continued)

2. Currency

- a. In entering currency, the series year (four numeric characters and any alpha character suffix) must be included in the Security Date Field. The series year is found on the face of U.S. currency following the word "SERIES". For example, "SERIES 1993A" would be entered as "1993A".
- b. With respect to Bank of Canada Notes (currency), enter the year which follows the word "OTTAWA" and is centered immediately under a blank bar on which is written "BANK OF CANADA - BANQUE DU CANADA". For NCIC purposes, this date will be referred to as "Series Year".
- c. The alpha characters M and P are not to be prefixed to the series year, as is done when entering the Maturity or Issue Date of other Securities.

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STOLEN SECURITIES (22)

FIELD DESCRIPTION

- A. FIELD NAME: Miscellaneous Information (Permanent)
- B. FIELD CODE: MIS
- C. FIELD LENGTH: Up to 30 positions.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and five special characters -- \$, /, comma, hyphen, and ampersand (&).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|------------------------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes (See K.5 & 6.) |
|-------------------|---------------------|------------------------------------|
- H. ON ENTRY, DATA IS: Optional in most records. (See K.5 & 6.)
- J. PURPOSE AND USAGE: To provide more identifying information about the Stolen Security.
- K. ALLOWABLE DATA AND EDITS:

1. Interest Rate in the Miscellaneous Field

Whenever an interest rate is shown on a security, it should be included as the first item in the MIS Field followed by the alpha characters "INT" or by the word "INTEREST". Enter only the interest rate or amount as shown on the Security.

- a. If two such rates or amounts are set out, with one figure relating to one period and a second figure relating to a second period, use the first figure only.
- b. Enter an interest rate which is a mixed fractional figure without using a percentage, underscore, or diagonal (slash) symbol, e.g., 4 1/8% would be entered 4 1-8 INT; 4 1-2% would be entered 4 1-2 INT. If interest is a whole number, enter only the whole number, disregarding percentage sign, decimal point and zeroes (if the omission of zeroes does not change the value of the figure) e.g., 4% would be entered 4 INT and \$4.00 would be entered 4 INT.
- c. Enter interest which is written as dollar amount or as a decimal rate by substituting a hyphen for the decimal point and omitting any percentage sign, e.g., 4.75% would be entered 4-75 INT; \$4.25 would be entered 4-25 INT.

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STOLEN SECURITIES (22)

MISCELLANEOUS (MIS) (Continued)

2. COUNTERFEIT in the Miscellaneous Field

The word "COUNTERFEIT" should be entered as the first item in the MIS Field when a counterfeit is entered in file. This will release the edits on the SER, DEN, ISS, OWN and SDT Fields.

- a. In entering counterfeited U.S. currency, include in the MIS Field the face plate number and the back plate number of each bill. The face plate number will be found on the right side of the face of the bill (the side with the portrait and printed with blank ink) above and slightly to the left of the lower right-hand denomination numeral on the white background inside and close to the lacy border ornamentation. It will consist of a prefix alpha character and one or more numeric characters. The back plate number consists of one or more numeric characters which will be found on the right side of the back of the bill (the side printed with green ink) on the white background inside and close to the lacy border ornamentation to the right and in some instances below the center of the bill.
- b. In entering counterfeited Bank of Canada notes, include in the MIS field the face plate number and back plate number of each note. These numbers are extremely small. Close inspection of the note with a magnifying glass may be required to identify them. The face plate number is located inside the lacy border ornamentation and immediately above and to the far left of the engraved black bar which extends the full width of the face (portrait side) of the note between the borders and on which is inscribed "BANK OF CANADA - BANQUE DU CANADA". It will consist of one or more numeric characters which will be found in one of a variety of locations in the light area immediately adjoining the lacy border ornamentation in lower half of the note. For example, the Canadian \$1 note back plate number is located approximately 5/8 inch to the right of the inside edge of the left border and immediately above the bottom border and the Canadian \$5 note back plate number is located approximately 1/8 inch to the left of the inside edge of the right border as its juncture with the diagonal line made by the border in the lower right-hand corner.

To conserve space, the following abbreviations may be used to indicate that the plate number being entered is a face plate or back plate number.

face plate number	FP
back plate number	BP

Example: The MIS Field entry for a counterfeit bill (note) might read:

COUNTERFEIT FP A123 BP 345.

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STOLEN SECURITIES (22)

MISCELLANEOUS (MIS) (Continued)

3. Significant information not called for by specific fields in the Securities File format may be entered in the MIS Field. It is suggested that additional information be entered in the MIS Field when it would be helpful to an inquiring agency (e.g., other unrecovered securities were taken during same robbery) or would more fully describe the item(s) being entered and may be necessary to an inquiring agency for positive identification. For example, a large corporation may issue many kinds of securities which are not identical but are similar in many respects. In such instances, descriptive items such as "convertible", "cumulative", "Series A", "sinking fund", "senior", or "collateral trust", would be of assistance to the inquiring agency in assuring positive identification. Necessary descriptive terms ordinarily appear prominently on securities.
4. The originating agency may wish to enter city or location of theft, identity of the agency or branch office from which the securities were taken, or the nature of the offense in the MIS Field.
5. The entry of a Security Type "FR" with a nine-position serial number and an asterisk (*) in position ten will require that you enter the first nine positions of the SER (not the *) and enter the words "ASTERISK SER" in the MIS Field. If this is not placed in the MIS Field, the entry will receive the reject message "REJ FLD ERR MIS".
6. If TYP is "AO", MIS Field must contain descriptive data.
7. Bait money (prerecorded currency) is Federal Reserve Notes that have been marked to identify stolen money as evidence against a robber. "BAIT MONEY" should be entered as the first item in the MIS Field when used.
8. In a case in which the ORI believes that notification each time its record is "hit" will provide investigative leads, regardless of whether the location of the security is known, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field.
9. The following is a list of suggested abbreviations for use in the MIS Field to further describe various types of securities.

<u>TERM</u>	<u>ABBREVIATION</u>
ADJUSTMENT	ADJ
ASSUMED	ASD
BEARER	BRR
BOND	BD
CALLABLE	CALL
CAPITAL	CAP
CERTIFICATE	CTF
COLLATERAL TRUST	CT
COMMON	COM
CONSOLIDATED	CONSOL

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STOLEN SECURITIES (22)

MISCELLANEOUS (MIS) (Continued)

<u>TERM</u>	<u>ABBREVIATION</u>
CONTINGENT	CONTGT
CONVERTIBLE	CV
COUPON	CPN
CUMULATIVE	CUM
DEBENTURE	DB
DEBENTURE BOND	DB
DIVIDEND	DIV
EQUIPMENT	EQ
EQUIPMENT TRUST	ET
FIRST	1ST
GENERAL	GEN
GUARANTEED	GTD
IMPROVEMENT	IMP
INCOME	INC
INDEBTEDNESS	IND
INTEREST	INT
ISSUE	ISS
JOINT	JT
JUNIOR	JR
MATURITY	MAT
MORTGAGE	MTG
MUNICIPAL	MUN
NON-CUMULATIVE	NONCUM
NON-VOTING	NV
ORDINARY	ORD
PAR VALUE	PV
PARTICIPATING	PART
PARTICIPATING CERTIFICATE	PARTCTF
PERCENT	PCT
PREFERENCE	PREF
PREFERRED	PFD
PRINCIPAL	PRIN
REDEEMABLE	RDBLE
REFUNDING	REF
REGISTERED	REG
REVENUE	REV
RIGHT	RT
SECOND	2ND
SECURED	SECD
SENIOR	SR
SERIAL	SRL
SERIES	SER
SINKING FUND	SF
SUBORDINATED	SUB
UNSECURED	UNSECD
VOTING	VTG
WARRANT	WAR

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STOLEN SECURITIES (22)

FIELD DESCRIPTION

- A. FIELD NAME: Originating Authority's Case Number
- B. FIELD CODE: OCA
- C. FIELD LENGTH: Up to 9 positions
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and special characters except the period. In records entered by other states, NCIC changes all letter O's to zeros.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE: Allows the entering agency to cross-reference the LEADS record with its corresponding case file. When another department hits the record, the originating authority may ask for the OCA number in order to look up the case file and confirm the hit.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- You may enter any sort of number that is meaningful to your department as long as it does not contain a period.
- Edits -- 1. Must not exceed 9 positions.
2. Must not contain only the word NONE.
- L. NOTES: You will always find data in the OCA Field of an NCIC record even though it is optional with LEADS. No matter what you enter in the OCA Field (if anything), the NCIC record's OCA Field will contain the LEADS Record Index Number (LDS) from the LEADS copy of the record. Even if you modify the LEADS record's OCA Field, the NCIC record's OCA will not change.

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STOLEN SECURITIES (22)

FIELD DESCRIPTION

- A. FIELD NAME: Originating Authority's Agency Name
- B. FIELD CODE: ORA
- C. FIELD LENGTH: Up to 25 positions
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and three special characters -- comma, hyphen, and /.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- ADDED? No CHANGED? Yes DELETED? No
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE: To clearly identify the authority (and its location) which holds the original case file related to the LEADS record.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- 1. Must be the agency name of the authority holding the original case file, regardless of what agency sent the enter message. When entering a vehicle for another agency, put the other agency's name in the ORA Field.

2. It is important that all terminal operators use the same, identical wording in the ORA Field of all records entered for a given agency, including your own. If you use a particular abbreviation, use it consistently for all records. The required format includes three elements: (1) Agency Type (e.g. PD, SO, SP) or Agency Name (e.g. FBI), (2) City Name or County Name followed by 'CO' and (3) 'IL'.

Examples: ORA/PD SPRINGFIELD IL for Springfield Police Department
 ORA/SO SANGAMON CO IL for Sangamon County Sheriff's Office
 ORA/ISP SPRINGFIELD IL for State Police Dist. 9 in Spfld.

- L. NOTES: NCIC records do not contain the ORA Field Code. Instead, an NCIC record will give the entering terminal's ORI number and a translation of the number. A sample translation is, "ORI IS SANGAMON CO SO SPRINGFIELD IL".

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STOLEN SECURITIES (22)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Entering Terminal's CDC
- B. FIELD CODE: ENT
- C. FIELD LENGTH: 3 positions
- D. CHARACTER TYPE(S) ALLOWED: Letters only
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- ADDED? N/A CHANGED? N/A DELETED? N/A
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required.
- J. PURPOSE: Identifies the terminal.
- K. ALLOWABLE DATA AND EDITS:

Must be the exact CDC of the terminal being used for the enter message.

Computerized Hot File entries should always be made at a terminal that is monitored on a 24-hour basis to ensure confirmation can be made promptly.

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STOLEN SECURITIES (22)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Entering Terminal Operator's Initials or Identifier
- B. FIELD CODE: OPR
- C. FIELD LENGTH: 2 positions
- D. CHARACTER TYPE(S) ALLOWED: Letters A through Z and numerals 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- ADDED? No (Note 1) CHANGED? No (Note 1) DELETED? No (Note 1)
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required.
- J. PURPOSE: To provide a permanent record (LEADS file only) of who entered the record.
- K. ALLOWABLE DATA AND EDITS:
- The only edit is to insure that the enter message contains two alphanumeric characters in the OPR Field.
- L. NOTES: 1. If a record is entered with the wrong identifier, void the record and enter a new one with the correct identifier.

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STOLEN SECURITIES (22)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Time of Entry
- B. FIELD CODE: TME
- C. FIELD LENGTH: 4 positions
- D. CHARACTER TYPE(S) ALLOWED: Numbers only
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? N/A
- J. PURPOSE: To provide a permanent record in the LEADS record of the time of day that the enter message was handled by the LEADS computer, and the record was placed in the file.
- K. ALLOWABLE DATA AND EDITS:
- The time is expressed in local time on the basis of a 24-hour clock. 3:19pm will be TME/1519.

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STOLEN SECURITIES (22)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Date of Entry
- B. FIELD CODE: DTE
- C. FIELD LENGTH: 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numbers only
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? N/A
- J. PURPOSE: To provide a permanent record in the LEADS record of the date that the enter message was processed by the LEADS computer, and the record was placed in the file.
- K. ALLOWABLE DATA AND EDITS:

The date is expressed in Month-Day-Year format. January 27, 1994 will be DTE/012794.

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STOLEN SECURITIES (22)

FIELD DESCRIPTION

- A. FIELD NAME: NCIC Record Index Number
- B. FIELD CODE: NIC
- C. FIELD LENGTH: 10 positions
- D. CHARACTER TYPE(S) ALLOWED: The letter S and numeric digits 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, but only with the Message Key NZN.
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No, except when Locating a record that originated in another state.
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: To uniquely identify a single record in the NCIC File. LEADS records that were also entered into the NCIC File will contain a NIC Number, which serves as an index or identifier to directly retrieve that record. The NIC is also used to identify an out-of-state NCIC record for the purpose of Locating that record.
- K. ALLOWABLE DATA AND EDITS: NIC numbers for NCIC Security File records always begin with the letter S. The next seven digits are a unique, sequential number. The last two digits are check-digits computed by running the sequential number through a special formula. The check-digits serve to reduce the chance of retrieving or Locating the wrong record because of an error made while keying the NIC.
- L. NOTES: It is common for a record that is entered into LEADS to take some time (usually within an hour) for entry into NCIC, and the LEADS record, if inquired upon, to show a string of Z's in the NIC Field. However, if the time is longer than an hour (you must use your own discretion), something may be wrong. If the NCIC copy was entered successfully, the Z's in the LEADS record should have been replaced by the NIC number. Notify terminal KQC by directed message when you discover another agency's record with Z's in the NIC Field. If the record was entered by your own department, void it and re-enter, paying close attention for reject messages from NCIC.

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STOLEN SECURITIES (22)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: LEADS Record Index Number
- B. FIELD CODE: LDS
- C. FIELD LENGTH: 8 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letter S and all numbers 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: N/A
- J. PURPOSE AND USAGE: Automatically assigned by the LEADS computer to provide a unique index number for each record.
- K. ALLOWABLE DATA AND EDITS: The LDS Number is constructed in three parts. The first character tells what file the record is stored in. All records in the Stolen Security File have a LDS Number beginning with S. The next two digits represent the year in which the record was entered into the file (94 for 1994, etc.). The final five digits are a sequential number representing when that particular record was entered relative to other records in the same file and year of entry. The tenth record entered into the Security File in 1994 will have a LDS Number of S9400010.

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STOLEN SECURITIES (22)

VIII. MODIFICATION

A. GENERAL MODIFICATION INFORMATION

1. What Is Modification? -- Modification is the process of adding, changing, or deleting data contained in a previously entered record. You may Modify only those records that were entered by your agency. You may not Modify a record entered by another agency.
2. When to Modify -- The Modify message is used (1) when you obtain additional data after a record has already been entered, (2) when you discover an error in a record, and (3) when circumstances surrounding the case have changed. You cannot Modify a record after it has been Located.
3. Modify Message Keys -- Modify messages for the Security File require two basic message keys. A third key is provided for training purposes. (LFR.FMOD. is used to call the Modify format.)

<u>LMS</u>	is used for all Single Stolen Security records.
<u>LMSS</u>	is used for all Consecutively Serialized Stolen Securities records.
<u>LTSM</u>	is used only for training purposes to "Modify" Stolen Security records. (The record on file is not actually affected.)
4. Required Identifiers -- Following the Message Key, a Modify message must contain two identifiers preceded by their field codes from the record to be Modified. If the two identifiers do not exactly match the corresponding data in the record on file, the Modify message will be rejected and nothing will be changed.
 - a. Single Security records require a LEADS Record Index Number (LDS) followed by the security's Serial Number (SER) exactly as each appears in the record to be Modified.
 - b. Consecutively Serialized Security records require a LEADS Record Index Number (LDS) followed by the two Serial Numbers (SER) that appear in the record. The lowest and highest of all serial numbers appearing in the existing group record must be used.

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STOLEN SECURITIES (22)

VIII.A. GENERAL MODIFICATION INFORMATION (Continued)

5. Random Sequence of Fields -- Following the Message Key, the LEADS Number, and the Serial Number(s), the fields to be Modified and their new contents may be listed in any order.
6. All Original Data Lost -- Whether you want to change all or part of the data in a particular field, the computer wipes out all of the original data in that field. This means that your Modify message must include the contents for the entire field, even if you are changing only one character.
7. Number of Fields Per Message -- When constructing a free-form Modify message, any number of fields may be included in a single message. The Modify screen format LFR.FMOD. allows up to five fields to be Modified per message.
8. NCIC Copy Automatically Modified -- When there is a copy of a LEADS record in NCIC, a single Modify message automatically causes the same change(s) to be made in the NCIC copy of the record.

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STOLEN SECURITIES (22)

VIII. MODIFICATION (Continued)

B. WHAT CAN & CANNOT BE MODIFIED?

1. Fields Which Can Be Modified

- (a) The data fields which can be Modified in a Single Security record are the following:

DOT - Date of Theft	SOC - Social Security Number
TYP - Type	SDT - Security Date
SER - Serial Number	MIS - Miscellaneous*
DEN - Denomination	OCA - Originating Authority Case Number
ISS - Issuer	ORA - Originating Authority Name
OWN - Owner	

- (b) The data fields which can be Modified in a Consecutively Serialized Securities record are the following:

DOT - Date of Theft	SDT - Security Date
DEN - Denomination	MIS - Miscellaneous*
ISS - Issuer	OCA - Originating Authority Case Number
OWN - Owner	ORA - Originating Authority Name
SOC - Social Security Number	

2. Fields Which Cannot Be Modified

- (a) The data fields which cannot be Modified in a Single Security record are the following:

MKE - Message Key
LDS - LEADS Record Index Number
ENT - Entering Terminal CDC
OPR - Entering Operator's Initials
TME - Time of Entry
DTE - Date of Entry

- (b) The data fields which cannot be Modified in a Consecutively Serialized Securities record are the following:

MKE - Message Key
TYP - Type
SER - Serial Number
LDS - LEADS Record Index Number
ENT - Entering Terminal CDC
OPR - Entering Operator's Initials
TME - Time of Entry
DTE - Date of Entry

* Specific miscellaneous data is required for some records and may not be Modified. See "Miscellaneous Information" in Field Description & Codes Section.

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VIII. MODIFICATION (Continued)

C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS

1. Single Security Record -- You wish to change and add information to a Stolen Security record (LDS/S9403775). The security, a Travelers Check (Serial Number/DD99888977) was entered with the incorrect denomination (DEN/1000) which you now wish to change to the correct amount (DEN/100). You also wish to add the name of the original purchaser of the Travelers Check (Robert J. Smith), which may be entered in the Miscellaneous Field.

Sample Formatted Modify Message (LFR.FMOD.):

	(a)	(b)
	L MS	LDS/ S9403775
(c)	SER /	DD99888977
	DATA FIELDS:	
(d)	DEN/	100
(e)	MIS/	ORIG PURCH SMITH,ROBERT J

- INSTRUCTIONS:
- 1. COMPLETE MSG KEY FOR FILE DESIRED.
 - 2. INSERT LDS NUMBER OF RECORD.
 - 3. INSERT FIELD ID CODE FOR TYPE OF FILE.
 - 4. INSERT 2ND IDENTIFIER FROM RECORD.
 - 5. INSERT FIELD CODES FOR FIELDS TO BE MODIFIED.
 - 6. INSERT DATA TO REPLACE EXISTING DATA.

- (a) Modify message key.
- (b) LDS Number of record to be Modified (required identifier).
- (c) SER Number in record to be Modified (required identifier).
- (d) First field to be Modified, here containing the correct denomination.
- (e) Second field to be Modified, to add Miscellaneous data.

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STOLEN SECURITIES (22)

VIII.C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS (Continued)

2. Consecutively Serialized Securities Record -- You wish to correct the name of the issuer, which should have been American Express, in a group of serialized Travelers' Checks. The LEADS Number is S9400543. The serial numbers include DD33222311-DD33222317.

Sample Free-Form Modify Message (LMSS):

(a)	(b)	(c)	(d)
LMSS.LDS/S9400543.SER/DD33222311-DD33222317.ISS/AMERICAN EXPRES.			

- (a) Modify message key.
- (b) LDS Number of record to be Modified (required identifier).
- (c) SER Numbers in record to be Modified (required identifier).
- (d) Field to be Modified, here containing the correct name of the issuer.

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STOLEN SECURITIES (22)

VIII. MODIFICATION (Continued)

D. MODIFY ACKNOWLEDGMENT - Every Modify message will be acknowledged in one of the following ways:

1. Successful Modify Acknowledgment:

(a) (b) (c)
cdcMODIFY LDS/S9412345

- (a) The CDC of the terminal which sent the Modify message.
- (b) Indication that the record was successfully Modified.
- (c) LEADS Record Index Number of the record successfully modified.

- 2. Reject Message -- If your attempt to Modify a record is rejected, you will receive a message telling you so. You should check your identifiers and try to determine the reason for the reject.
- 3. Duplicates -- If you Modify a record, and the identifiers match another record on file, you will not be notified. There is no 'APPARENT DUP' response when one record is Modified to match another one.
- 4. Confirming Modification Results -- The only way to confirm that a record was, in fact, Modified exactly as you intended is to inquire on the record and review the response message.
- 5. Partial Success -- There is no partially successful Modification. Either all the fields that you attempted to change are Modified or none of them are Modified.
- 6. NCIC Reject -- Usually you will receive an acknowledgment message, either reject or successful, from LEADS (not NCIC). When the computer is not working properly, you may receive a successful acknowledgment from LEADS and a reject from NCIC. When this happens, send an administrative message to the LEADS Quality Control Section at terminal KQC and explain what has happened.

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STOLEN SECURITIES (22)

IX. ADD-ON CAPABILITY

LEADS provides the capability of appending miscellaneous information to any LEADS record. This can be useful when the MIS Field (permanent portion) is too small to contain all of the data you wish to enter. Turn to Chapter 12, Add-On Records, for procedures.

Keep in mind that the add-on information is not available to agencies in other states because the add-on record does not go on file in the NCIC. Therefore, it is important to put the most important data in the permanent MIS Field itself.

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STOLEN SECURITIES (22)

X. VOIDING

A. WHAT IS VOIDING? -- Voiding is the process of removing a record from the LEADS and NCIC Files, especially a record that was entered by mistake. You can only void a record that was entered through one of the terminals in your agency. Once a record has been voided, it may no longer be retrieved by an on-line inquiry. However, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.

B. WHEN TO VOID

1. Invalid Record -- A record that is entered by mistake (i.e., should not have been entered in the first place) should be Voided as soon as the error is discovered.
2. Can't Modify -- If data is incorrectly entered in a field that cannot be Modified, the original record should be Voided and a new record Entered.

C. HOW TO VOID -- A Void message always contains exactly three elements -- the Message Key, the LEADS Record Index Number, and the security Serial Number(s).

1. Void Message Keys -- The free-form Message Key for Voiding a Single Security record is LXS. The Message Key for Voiding a Consecutively Serialized Securities record is LXSS. The same message that Voids the LEADS record also Voids the NCIC copy.
2. Sample Void Messages

Single Security Record (Free-Form)

(a) (b) (c)
LXS.LDS/S9412345.SER/71129.

- (a) Message key to Void a Stolen Security record.
- (b) LEADS Index Number of the record to be Voided.
- (c) Serial Number from the record to be Voided.

Consecutively Serialized Securities Record (Screen Format LFR.FVOID.)

In order to VOID any part of a Consecutively Serialized Securities record, you must VOID the entire record and then re-enter the record(s) accordingly.

LX SS LDS/ S9422345
SER / A526800-A526809

- INSTRUCTIONS:
1. COMPLETE MSG KEY FOR FILE DESIRED.
 2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
 3. INSERT FIELD ID CODE FOR TYPE OF FILE.
 4. INSERT 2ND IDENTIFIER FROM RECORD.

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STOLEN SECURITIES (22)

X. VOIDING (Continued)

D. VOID ACKNOWLEDGMENT -- Every Void message will be acknowledged either by a reject message or, if successful, by the following:

1. Successful Void Acknowledgment

(a) (b)	(c)
cdcVOID	LDS/S9412345

- (a) CDC of the terminal which sent the Void message.
- (b) Indication that the record was successfully Voided.
- (c) LEADS Number of the record that was Voided.

2. Rejected Void Message -- Any response other than the message above indicates that your Void message was rejected and that the record in question is still on file. You should correct the error and resend the Void message.

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STOLEN SECURITIES (22)

XI. CANCELLING A RECORD

- A. WHAT IS CANCELLING? -- Cancelling is the process of removing a record from LEADS and NCIC that has served its purpose and is no longer active. You can only Cancel a record that was entered from one of the terminals in your agency. Once a record has been Cancelled, it may not be retrieved by an kind of on-line inquiry. However, the LEADS Staff can retrieve a copy from the permanent, off-line file.
- B. WHEN TO CANCEL -- When a stolen security is recovered, the LEADS/NCIC record should be Cancelled immediately.
- C. HOW TO CANCEL -- A Security Cancel message contains the Message Key, the LEADS Record Index Number, and the Security's Serial Number(s).
1. Cancel Message Keys -- Cancel messages for the Security File require two basic message keys. A third key is provided for training purposes. (LFR.FCANC. is used to call the format.)

LCS is used for **Single** Security records.

LCSS is used for **Consecutively** Serialized Security records.

LTSC is used only for training purposes to 'Cancel' Security records. (The record on file is not actually affected.)

2. Sample Cancel Messages

Single Security Record (Free-Form)

(a)	(b)	(c)	(d)
LCS.LDS/S9433357.SER/772546.ILØ75ØØØØ.			

- (a) Message Key to Cancel a stolen security record.
(b) LEADS Number of record to be Cancelled.
(c) Serial Number from the record to be Cancelled.
(d) Recovering agency's ORI. Notice there is no Field Code preceding the data.

Note: The Recovering Agency ORI Field is optional, but its use is encouraged. It will not appear in the acknowledgment message, but will be logged in the permanent off-line history file and could be used as a special investigative tool.

XI.C.2 Sample Cancel Messages (Continued)

Consecutively Serialized Securities Record (Screen Format LFR.FCANC.)

Whether you want to CANCEL one or a few securities in a Consecutively Serialized Securities record, you must CANCEL the entire record and then re-enter the record(s) accordingly. For example, to CANCEL all or any part of an Securities record with the SER/CE22105 - CE22109, you would CANCEL the entire record as follows:

```
LC SS      LDS/ S9427511
SER / CE22105-CE22109
RECOVERING AGENCY ORI IL0721000
```

INSTRUCTIONS:

1. COMPLETE MSG KEY FOR FILE DESIRED.
2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.
5. INSERT ORI OF RECOVERING AGENCY.

D. CANCEL MESSAGE ACKNOWLEDGMENT -- Every Cancel message will be acknowledged either by a reject message or, if successful, by the following:

1. Successful Cancel Acknowledgment

```
(a) (b)      (c)
cdcCANCEL LDS/S9427511
```

- (a) CDC of the terminal which sent the Cancel message.
- (b) Indication that the record was successfully Cancelled.
- (c) LEADS Number of the Cancelled record.

2. Rejected Cancel Message -- Any response other than the message above indicates that the cancel message was rejected and that the record in question is still on file. In this situation, correct the error and resend the cancel message.

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STOLEN SECURITIES (22)

XII. PURGING

- A. SINGLE AND CONSECUTIVELY SERIALIZED SECURITY RECORDS -- Security records remain in the file during the year of entry plus four years with the exception of checks and money orders which remain in the file during the year of entry plus two years. If any Security record is Located, then it is purged in 10 days.
- B. PURGE NOTIFICATION OF THE ENTERING TERMINAL -- After Security records are purged, a listing of these records is mailed to each entering terminal agency.
- C. RETRIEVING PURGED RECORDS -- Once a record has been purged, it cannot be retrieved by on-line inquiry. However, if the need arises, any purged record can be retrieved by the LEADS Staff from the permanent, off-line file.
- D. RE-ENTRY OF PURGED RECORDS -- If the originating authority plans to maintain an open case file or for any reason believes that a purged record would still be valuable in the on-line file, the ORA may re-enter the purged record. Re-entry is done by exactly the same procedure as the original entry.

VALIDATION
(VAL)

VALIDATION*
(VAL)

Chapter 23

LEADS VALIDATIONS

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LEADS VALIDATIONS (23)

I. INTRODUCTION

- A. DEFINITION - Validation is the process of comparing the accuracy of CHF records against the corresponding supportive documentation and verifying the status of the information with the complainant. Records determined during the validation process to lack supportive documentation have no basis for being in LEADS/NCIC. This process directly relates to the safety and effectiveness of police officers in Illinois as well as officers nationwide. Validation is required of all terminal and serviced agencies that have LEADS/NCIC CHF records entered on their authority as stated in both LEADS and NCIC regulation. Each month, all terminal agencies will receive a validation listing from LEADS User Services. This listing will contain records that have been entered at the terminal agency three months ago and in the same month in previous years. For example, the validation listing mailed in September will contain records entered in June of the current year and records entered in June of all previous years. In October, the validation listing will contain records that were entered in July of any year. In November, August records will be validated. Also, unvalidated June records originally listed on the September report will be listed again. Unvalidated records will be removed automatically by the computer 90 days after the original listing for those records was mailed to the terminal agency.
- B. PURPOSE -- The purpose of validation is to correct or remove inaccurate, incomplete, or unsupported computerized hot file records, thus reducing future civil liability problems resulting from false arrest or detention. As a result of the validation process, agencies have the opportunity to update information on supportive documentation as well as the records in LEADS, from the facts obtained from the complainant. Examples are complainant telephone number or address changes, additional facts that aid investigatory efforts, or facts leading to the closure of the case. Because of the contact with the complainant, and the review of supportive documentation, the validation process can be considered a "pre-confirmation". When an agency hits on a record validated in the last year, that record has already been established to have the proper supportive documentation and complainant information. Validation information is not a substitute for confirmation, but does assist in the confirmation process. Complainant contact is also an excellent public relations tool.
- C. REQUIREMENTS -- Each agency assumes the responsibility for all LEADS CHF records entered on its authority. Validation is required by regulation (Volume 3, Regulations, REGS-21) for all agencies maintaining records in the LEADS/NCIC CHF. Should an agency fail to validate a record within 30 days from the time the original listing was issued, the LEADS record will automatically be modified to contain a caveat "RECORD OVERDUE FOR VALIDATION". This caveat informs an agency that receives a hit on the record that the information has not been confirmed to be accurate as required. If the record remains unvalidated 30 days after the record was flagged as overdue for validation, the record will be automatically purged. A terminal agency is any agency accessing LEADS/NCIC directly who may or may not provide indirect access to other agencies. A serviced agency is one that relies completely, having no terminal of their own, on a terminal agency, or is serviced by a communications center (the center having the responsibility for entry and maintenance of CHF records). Because each agency, terminal and serviced, assumes responsibility for records entered on their authority, it is important to discuss the process as it applies to terminal and serviced agencies separately.

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II. PRELIMINARY INSTRUCTIONS

A. After receiving the validation material from LEADS User Services, check the package to make certain that all items listed on the cover sheet are included. Validation listings are sent to each terminal agency close to the 15th of each month. The exact mailing dates are announced in the Daily Bulletin Board (LHR.MMDD.).

B. Divide the "Illinois LEADS Validation Listing" into the following categories:

1. Those with the ORA of your agency (e.g., PD Springfield IL).
2. Those for a serviced agency ORA (e.g., PD Chatham IL).

NOTE: A serviced agency includes those who do not have a terminal of their own and rely on a terminal agency for inquiry and entry, and agencies that may or may not have a terminal but do rely on a communications center for all entry and maintenance of CHF records.

III. TERMINAL AND SERVICED AGENCY VALIDATION PROCEDURES

A. TERMINAL AGENCY RECORD VALIDATION

1. The OCA (Originating Case Number) will be the Case Report Number for most CHF entries. Copies of all Case Reports which support a LEADS/NCIC record should be attached to the CHF entry acknowledgment in the agency's "Active CHF Record" file.
 - a. If the Case Report is not the supporting document for an entry, copies of the other supportive documentation (complaint, investigative documents, or warrants) must be accessible and available in similar fashion. Records that cannot be supported by documentation have no basis for being in CHF and should be voided immediately if documentation does not exist or cannot be located. In those cases where a supporting document is not readily available to review, a hard copy of the LEADS Record should be obtained by inquiring on the LEADS Record Index Number, so that what is currently in the system may be reviewed. This will allow the validator to determine if the record contains a Locate or Modification that is not evident on the Validation History, original entry acknowledgment, etc.
 - b. The validation process provides opportunity for agencies to determine what data has or must be changed on a record since the record was originally entered. The enter acknowledgment should be checked against the LEADS Validation Listing to verify the LEADS Number, OCA, and ORA information. The original enter acknowledgment should also be examined to ensure a second party quality check was made within 24 hours of entry, as required by NCIC. In addition, the supportive documentation should be reviewed to make certain that appropriate and necessary information is maintained in the record. (This necessitates running a new hard copy of the record to check on data which may have been added, changed, or deleted by way of Modify or Locate transaction.)
2. Once the supporting documentation has been obtained, the following information must be retrieved:
 - a. Name of the original complainant.
 - b. Telephone number of the original complainant.
 - c. Address of original complainant.
 - d. Description of the property or incident involved.

The complainant must then be contacted by the designated agency personnel. The most expedient manner in which to accomplish this is via telephone.

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LEADS VALIDATIONS (23)

III.A.2. TERMINAL AGENCY RECORD VALIDATION (Continued)

e. When contacting the original complainant and/or legal owner of the property by telephone, the agency representative should do the following:

- 1) Identify himself/herself clearly.
- 2) Briefly explain the nature of the call.
- 3) Refresh the memory of the complainant (e.g., "In December of 1989, you reported to Springfield PD that your 1990 Olds Cutlass had been stolen; is that correct?").
- 4) Upon establishing that this is the original complainant, the status of the property should be inquired upon (i.e., Is it still stolen? Was it recovered? Did the insurance company pay off on the claim?).

NOTE: In the event an insurance company has paid the complainant for the property, the insurance company becomes the legal owner of the property and must be contacted. It is then necessary to obtain the name of the insurance company, the telephone number and address of the company, and the name of the agent who handled the claim, if available.

After this information has been obtained, the status of the property in question must be verified through the insurance company. It is important to make notations of the fact that the original complainant on the case report is no longer the legal owner of the property. These notations should be made on, or attached to, the supporting documentation and the LEADS Validation History (see page VAL-12).

f. In the event that the original data concerning the complainant in the supporting document proves to be outdated, an attempt must be made to update this information. This may be accomplished by:

- 1) Checking the most recent city/county directory.
- 2) Checking the most recent telephone directory.
- 3) Checking with directory assistance.
- 4) Inquiring into the SOS Drivers, Registration, or Soundex Files.

NOTE: If the source information has changed, a notation must be made on, or attached to, the supporting document, indicating the change in information for future reference. Such information may prove vital when identification and/or recovery information is necessary as the correct name, address, or telephone number will be available to the personnel involved in notifying the owner.

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III.A.2. TERMINAL AGENCY RECORD VALIDATION (Continued)

- g. When the status of the property or person has been determined to be "active", the LEADS record must be modified to add the validator identification (initials or number) in the "VID" field.

1) FREE-FORM EXAMPLE: LMV.LDS/V8987659.LIC/WHICH1.VID/XX.

2) FORMAT EXAMPLE: (Format call: LFR.FMOD.)

LMAA LDS/A9012613
SER / 15367-15371

DATA FIELDS:

VID/ DF

- INSTRUCTIONS:
1. COMPLETE MSG KEY FOR DESIRED FILE.
 2. INSERT LDS NUMBER OF RECORD.
 3. INSERT FIELD ID CODE FOR TYPE OF FILE.
 4. INSERT 2ND IDENTIFIER FROM RECORD.
 5. INSERT FIELD CODES FOR FIELDS TO BE MODIFIED.
 6. INSERT DATA TO REPLACE EXISTING DATA.

Records not modified after 60 days will contain the statement "RECORD OVERDUE FOR VALIDATION" which is added at the time of inquiry.

Any record that you have validated must be modified to include the VID field, or after 90 days, the LEADS computer will automatically remove it by purging.

A purge listing is included in each monthly validation package, and should be closely reviewed to determine if any records were purged that your agency still has an active interest in. Entries on both the Validation and Purge Lists will appear as follows:

LDS NO.	OCA NO.	DATE OF ENTRY	RECORD IDENTIFIERS	ORIGINATING AUTHORITY NAME
A X	V9010412	90-0987 020290	89 PONT CP IL KAT154	1G2JD11K0K7501998 ISP CRESTWOOD

- h. In the event that the original complainant or legal owner cannot be located or contacted after repeated attempts (all reasonable means of contacting the complainant have been exhausted), the LEADS Validation Listing and History forms should be marked to reflect the situation. It is recommended that the agency determine from case facts either if the record should be modified to add the VID field and remain active, or not modified and voided/cancelled instead. An agency may choose not to modify a License record if it was one of two, and near the file retention purge date. Conversely, if an agency is unable to contact the complainant for a stolen stereo record and has reason to believe the record is related to an active burglary case, the agency may choose to modify the record to add the VID field.

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III.A.2. TERMINAL AGENCY RECORD VALIDATION (Continued)

- i. If the case is "unfounded" or if it is "unsupported by documentation", the LEADS record must be immediately removed using a Void transaction.
3. After the status of the property has been established, a notation should be made on the LEADS Validation History indicating the date the validation was made, the status of the record (Active or Voided), the initials of the operator or person conducting the validation, and any other pertinent data (e.g., a change in the legal owner, identification data, or inability to make contact with the complainant). The Modify Acknowledgement must be attached to the record to indicate validation has occurred.
4. Wanted Person Record Validation
 - a. Those records on file for wanted persons must also be validated. This process differs from records involving stolen property (vehicles, articles, guns, boats, etc.). The procedures set forth on the preceding pages (III.A.1.a. and b.) also apply to Wanted Person records. Contacting the complainant differs when validating Wanted Persons records; the State's Attorney's office and/or Circuit Clerk's office rather than a "victim" will be contacted.
 - b. The person responsible for validation must confirm the status of each case with the State's Attorney's office and/or Circuit Clerk's office in order to make certain of the following information:
 - 1) Is the case still being pursued by the State's Attorney's office? Is it still an open/active case?
 - 2) Have the particulars of the case changed? Is the evidence available or the witness's account any stronger or weaker than when the warrant was issued? Is it still a prosecutable case?
 - 3) Does this require a judge change the bond amount reflected on the case report and on the actual warrant (either an increase or decrease in the amount)? (Only a judge can make changes to a warrant, an agency does not have the authority to do so.)
 - 4) Have the court-issued geographic limits in the case changed?Any changes in the case status should be reflected in the case report and on the LEADS Validation History. Where appropriate, the LEADS record may need to be Modified to indicate such changes, as in the case of court-issued geographic limitations.
5. The LEADS Validation Listing must be marked for each record listed, as indicated in the validation instructions; circle "A" for Active records and "X" for Voided ones. If the record is marked voided, ensure that the actual void is made and that the hard copy of the void acknowledgment is serviced with operator's initials, date, time, and reason for void and is attached to the enter acknowledgment message. Any record voided as a result of the validation process must be filed in the Cancelled Records File.

III.A. TERMINAL AGENCY RECORD VALIDATION (Continued)

6. The remainder of the validation process is dependent upon whether an agency handles serviced agency entries. If an agency does not handle such traffic, then the validation process is near completion. The Validation Listing must be quality checked to ensure that all of the records have been marked either "A" or "X". Records which have been marked "X" should be checked by inquiring into LEADS by the LEADS Record Index Number to guarantee their removal from the system. This may be accomplished on a record by record basis, or as a group.

The Validation Listing will be placed in a file labelled "Validations" and retained for one year. The Purge report included in the package should also be retained in this file.

NOTE: Whether an agency keeps a master file for all validation materials covering several validation periods or a separate file for each different validation period is a matter of agency discretion. Factors to be considered in determining which filing system best suits the needs of the agency might be the number of agencies serviced, the average size of past validations, and the amount of filing space available.

7. The final step to completion of the validation process is review of the Purge Report which is included with the Validation Listing.
 - a. The Purge Report lists those records which were removed from the system due to: 1) their surpassing the maximum recommended retention period for that specific type of file or 2) validation purposes, i.e., failure to modify the VID field. This listing should be reviewed, so that the corresponding Active Message File records may be removed from that file and placed in the Cancelled Records File. A notation providing reason for purge, and initials must be made on the hardcopy.
 - b. In most cases, the recommended retention period for a record is adequate for the type of file involved, and the possibility of recovery of the item in question becomes more remote with the passing of time. However, if circumstances warrant (e.g., major crime, connection with numerous crimes, etc.), and re-entry of a purged record is then desirable, the old record must be removed from the Active Records File and replaced with a new entry. The old record should be attached to the back of the new record.
 - c. The Purge Report should then be filed with the other validation material in the Validation File.

III. TERMINAL AND SERVICE AGENCY VALIDATION PROCEDURES (Continued)

B. SERVICED AGENCY RECORD VALIDATION

1. In part B. of II. PRELIMINARY INSTRUCTIONS on page VAL-2, the process of Serviced Agency Record Validation begins. This separation of your own records from those of other agencies should be accomplished in the following manner:

- a. When the LEADS Validation Listing is removed from the packet sent from Springfield, copies should be made of those pages which list serviced agency records.
- b. A copy of the Purge Report should be made for each agency that had records removed from the system due to purging in that validation period.
- c. Each agency should receive copies of ONLY their records on complete 8 1/2 x 11 inch sheets.

NOTE: This may require some multiple copying and the use of blank sheets of paper to cover other agencies' records when copying for a specific department. It is important to provide only those records which belong to an agency in order to lessen the confusion or complication which often occurs at validation time. The preparation of copies on uniform 8 1/2 x 11 inch sheets of paper rather than cutting off-size sheets makes the entire process much easier for both terminal and serviced agencies, as well as reduces the possibility of the off-size sheets being lost or misplaced.

- d. After copies of all entries for each agency have been made, packets should be prepared for each of the agencies for which your station is responsible.

The following documents must be included in these packets:

- 1) Copies of the LEADS Validation Listing that pertain to each particular agency (literal translation of field codes should be provided as necessary);
- 2) A copy of the LEADS Validation Serviced Agency Certification Document (page VAL-11);
- 3) A copy of the LEADS Purge Report that pertains to each particular agency (if applicable);
- 4) A copy of the Purged LEADS Action Request (if applicable) (page VAL-13);

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III.B.1.d. SERVICED AGENCY RECORD VALIDATION (Continued)

- 5) A copy of a cover letter (see VAL-15) to the agency head briefly explaining the necessity of referring to the OCA and of contacting the original complainant and/or State's Attorney's/Circuit Clerk's Office to properly validate each record.

NOTE: Included in the cover letter should also be an indication of the date the serviced agency must return completed information to the terminal agency. This date should allow sufficient time for the terminal agency to modify to add the VID field as required. It is strongly recommended that the LEADS Agency Coordinator from the terminal agency ensure the serviced agency is made familiar with the requirements necessary to correctly validate records as well as the necessity for prompt return to avoid unnecessary purging.

2. As each agency returns the validation packet, complete the following steps:
 - a. Refer to the master Validation Listing and mark each corresponding entry as indicated on the agency's response ("A" or "X").
 - b. Complete the necessary file maintenance transaction for those records to be voided. Make certain that the filing process for such CHF action is complete for each transaction; i.e., the void acknowledgment must be serviced by the telecommunicator, attached to the original entry acknowledgment, and filed in the agency's Cancelled Records File. Any record voided as a result of the validation process must be filed in the Cancelled Records File.
 - c. Note on the LEADS Validation History attached to each record the service documenting the validation.
 - d. File the Validation Listing returned by the agency with the Serviced Agency Certification Document (and Purge Action Request, if applicable) in the Validation File.

If the agency requests re-entry of a purged record, then the new entry must be made, attached to the face of the old record, and filed in the appropriate Active Record File.

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LEADS VALIDATIONS (23)

III.B. SERVICED AGENCY RECORD VALIDATION (Continued)

3. After all of the serviced agencies have returned their packets and the necessary maintenance has been completed for their records, complete the following final steps of the validation:
 - a. The master copy of the Validation Listing must be quality checked to ensure that all entries on the listing have been marked either "A" or "X".
 - b. Ensure that records marked "X" have been removed from LEADS.
 - c. The Validation Listing and copies of all the returned paperwork from the local agencies should be maintained in the Validation File maintained at the agency.

NOTE: Whether an agency keeps a master file for all validation materials covering several validation periods or a separate file for each different validation period is a matter of agency discretion. Factors to be considered in determining which filing system best suits the needs of the agency might be the number of agencies serviced, the average size of past validations, and the amount of filing space available.

NOTE: Every effort should be made to impress upon each agency serviced the need for timeliness in returning the materials to your agency, in order to reduce the factor of records purged due to lack of validation.

S A M P L E

LEADS VALIDATION
SERVICED AGENCY
CERTIFICATION DOCUMENT

As the agency head (or authorized representative) of _____
(agency)

I hereby certify that all records currently on file and entered into LEADS/NCIC
by this agency, both for this agency as well for other agencies in this
jurisdiction, are current and accurate.

Furthermore, I certify that all incorrect records have been corrected and all
inactive records have been indicated to be voided with this agency's
authority.

With this document, I am returning the copy of the computerized LEADS Validation
Report, which has been marked to show the current status of each record entered
into LEADS for this agency by _____. The status
indication has been marked by: circling "A" for active or "X" for voided in
the left margin next to each record.

AGENCY: _____ IL #: _____
NAME: _____ TITLE/RANK: _____
SIGNATURE: _____ DATE: _____
RETURN TO: _____

NOTE: THIS FORM MUST BE SIGNED AND RETURNED BY _____
OR ALL OF YOUR RECORDS WILL BE REMOVED FROM LEADS AND NCIC.

S A M P L E

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LEADS VALIDATIONS (23)

SAMPLE

LEADS VALIDATION HISTORY

[illegible]

SAMPLE

S A M P L E

PURGED LEADS MESSAGES: ACTION REQUEST

The LEADS records listed on the attached sheet have been automatically purged from the LEADS computer, according to the following recommended LEADS file retention periods:

KIND OF RECORD:	MINIMUM TIME IN FILE:
Articles, Serialized.....	Year of Entry + 1 Year
Unserialized.....	60 Days from Entry
Boats, Stolen.....	Year of Entry + 4 Years
NO BHN (Serial #).....	90 Days from Entry
Guns, Stolen/Missing.....	Indefinite
Recovered.....	Year of Entry + 2 Years
License Plates, Illinois:	
Multi-Year Plates.....	1 Year After Expiration
Calendar/Fiscal Plates.....	Until Expired
Persons:	
Wanted.....	Indefinite
Temporary (No Warrant).....	Day of Entry + 2 Days
Missing.....	Indefinite
Securities:	
Travelers Check/Money Order.....	Year of Entry + 2 Years
All Other Types.....	Year of Entry + 4 Years
Vehicles & Vehicle Parts:	
Stolen/Missing.....	Year of Entry + 4 Years
Felony Vehicle.....	90 Days from Entry
No VIN Number.....	9 Days from Entry
Towed/Impounded.....	45 Days from Entry

In most cases, LEADS advocates that the recommended retention period for a record is adequate for the type of file involved, and that the possibility of recovery of the item in question becomes more remote with the passing of time.

However, if circumstances warrant (e.g.: major crime, connection with numerous crimes, stolen vehicles, etc.), please contact the original complainant to determine the status of each record listed. If re-entry of any LEADS message is found to be desirable, please complete the attached form.

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LEADS VALIDATIONS (23)

S A M P L E

PURGED LEADS MESSAGES: ACTION REQUEST

Please re-enter purged LEADS record(s) listed below:

LDS/_____ OCA (case number)/_____

DESCRIPTION: _____

☐ Original complainant has been contacted and the status of the record has been determined to be active.

LDS/_____ OCA (case number)/_____

DESCRIPTION: _____

☐ Original complainant has been contacted and the status of the record has been determined to be active.

LDS/_____ OCA (case number)/_____

DESCRIPTION: _____

☐ Original complainant has been contacted and the status of the record has been determined to be active.

LDS/_____ OCA (case number)/_____

DESCRIPTION: _____

☐ Original complainant has been contacted and the status of the record has been determined to be active.

LDS/_____ OCA (case number)/_____

DESCRIPTION: _____

☐ Original complainant has been contacted and the status of the record has been determined to be active.

AGENCY: _____ DATE: _____

SIGNATURE: _____
(Agency head, or authorized representative)

PLEASE RETURN AS SOON AS POSSIBLE TO:

S A M P L E

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LEADS VALIDATIONS (23)

S A M P L E

March 13, 1990
601 Sangamon Avenue
Springfield, Illinois 62706

Springtown Police Department
2001 Commercial Drive
Springtown, Illinois 62747

Attention: Chief Marshall O'Malley

Dear Chief O'Malley:

Subject: LEADS Validations

Enclosed you will find copies of the LEADS Validation Listing recently mailed to our station by the Information Services Bureau. This process requires that we review each entry listed on this printout and verify the accuracy of the records. This includes those records which District 50 Communications has entered in behalf of your department.

Please take the time to look up the case file for each LEADS entry listed for your department on the enclosed copy. Whenever possible, the original complainant and/or legal owner should be contacted to verify the status of the person or property in question. In the case of active warrants, your department should attempt to confirm the status of the case and the warrant with your local States Attorney's office to ensure the validity of the Computerized Hot File records. When the status of the property or person has been confirmed, please mark the copy of the LEADS Validation Listing by circling "A" to indicate that the record is still active or "X" to indicate that it should be voided.

When all of your records have been verified in this manner, please sign the enclosed LEADS Validation Non-Terminal Certification Document and return it along with the completed Validation Listing to the address above no later than April 3, 1990.

If you have any questions or need any assistance regarding the records or their validation, please do not hesitate to contact this office.

Very truly yours,

James P. Pfingsten
Communications Supervisor

JRP:cb
Enclosures

S A M P L E

UNIFORM CRIME REPORTS
(UCR)

UNIFORM CRIME REPORTS
(UCR)

Chapter 24

UNIFORM CRIME REPORTS

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I. INTRODUCTION

The I-UCR system provides on-line entry and editing of I-UCR data records. In addition, it provides to your operator, the capability of recalling the last record entered. It is most important that your terminal operator understands the features of this system and learns how to use it to enter I-UCR data in an efficient manner.

The objective of this section is to provide the proper procedures for entering I-UCR data on-line. Each I-UCR form used for reporting data on-line has been coded into a screen format using key words to describe each field. This section explains how to request a desired I-UCR format and procedures to follow when keying data in these fields. These procedures will help reduce or eliminate errors in the record and should be referenced when your operator receives a reject message from the I-UCR system.

II. PROCEDURES FOR ENTERING DATA OTHER THAN THE CURRENT YEAR

Your agency will have two months (January and February) of the current year to enter any data from the previous year. If you need to enter data after the February cut-off date, you must submit the records on I-UCR forms to the I-UCR Unit. Records older than the previous year must also be submitted on I-UCR forms.

Adjusted records and C-line entries for the current year and previous year may be entered at any time. Adjusted records and C-lines older than the previous year must be submitted on I-UCR forms. Records older than one year will be updated only once a year in December. Your agency will not automatically receive adjusted output reports. You may receive adjusted reports by contacting the I-UCR Unit.

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UNIFORM CRIME REPORTS (24)

III. I-UCR SCREEN FORMATS AND DESCRIPTIONS

To enter I-UCR data, your operator must request the desired screen format by entering the message key corresponding to the form. Once the message key is entered on the screen, your operator should depress the transmit key and the desired format will then be displayed on the screen.

Screen formats available to your agency for I-UCR entry include the following:

- UCRF6. Offense Summary
- UCRF7. Arrest Summary
- UCRF8. Court Dispositions (optional reporting)
- UCRFC. Case Status Change
- UCRFV. Void Record

A. OFFENSE SUMMARY UCRF6.

UCRF6.

M/ N UEMC6. DATE ____ NCIC ____ CODE ____ OP INIT __

LINE NUMBER ____ CASE NUMBER ____

OFFENSE CODE ____ CASE STATUS ____

DAY OF MONTH ____ TIME OCCURRED ____ ARRIVAL TIME ____

BEAT NUMBER ____

BEAT BLOCK ____ (IF USED BEAT NUMBER CANNOT BE ZERO)

OFFICER ID ____ SHIFT ____ MAN HOURS ____ (LAST POS FOR TENTHS)

PLACE ____ METHOD ____ NUMBER OF ITEMS ____ PROPERTY ____

RECOVERY CODE ____ VALUE STOLEN ____

VALUE RECOVERED ____ VALUE DESTROYED ____

<u>Field Description</u>	<u>Maximum Field Length</u>	<u>Field Contents</u>
M/	1	N, D, T, or P
MKE	5	UEMC6
DATE	4	Numeric
NCIC	7	Alpha or numeric
CODE	4	Numeric
OP INIT	2	Alpha or numeric
LINE NUMBER	4	Numeric; M, R, or C
CASE NUMBER	9	Alpha or numeric
OFFENSE CODE	4	Alpha or numeric
CASE STATUS	2	0 through 9
DAY OF MONTH	2	Numeric
TIME OCCURRED	4	Numeric
ARRIVAL TIME	4	Numeric or blank
BEAT NUMBER	2	Numeric or blank

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III.A. OFFENSE SUMMARY UCRF6. (Continued)

<u>Field Description</u>	<u>Maximum Field Length</u>	<u>Field Contents</u>
BEAT BLOCK	3	Numeric or blank
OFFICER ID	3	Numeric or blank
SHIFT	1	Numeric or blank
MAN-HOURS	4	Numeric or blank
PLACE	3	Numeric
METHOD	3	Numeric
NUMBER OF ITEMS	4	Numeric when applicable
PROPERTY	3	Numeric when applicable
RECOVERY CODE	2	Numeric when applicable
VALUE STOLEN	6	Numeric when applicable
VALUE RECOVERED	6	Numeric when applicable
VALUE DESTROYED	6	Numeric when applicable

Use this format as a guide for entering an Offense Summary record. Once the message has been completed, check the data then press the transmit key.

Field Descriptions

M/

CANNOT BE BLANK

The M/field contains a one character position as shown in the format illustration. This position is reserved for your terminal operator to indicate what type of record is being entered into the system. The characters that can be entered in this position and the meaning of each are:

M/T Key the character T when your operator is entering a TEST RECORD. This may be used for training or testing data. This data will not be included in your monthly I-UCR statistics.

M/N Key the character N when your operator is entering a NEW RECORD for the current calendar month.

M/D Key the character D when your operator is entering a DUPLICATE RECORD. A duplicate record is one that contains exactly the same data as the one preceding it. A duplicate record can be entered more than once.

M/P Key the character P when your operator is entering any PAST MONTHS' RECORDS. This applies to any data whose reporting period is prior to the current calendar month.

Having entered a record with a D or T in the M/field, your terminal operator must enter an N in this field for the next record unless it is a test record or duplicate record.

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III.A. OFFENSE SUMMARY UCRF6. (Continued)

DATE CANNOT BE BLANK
Enter the month and year (mmyy). If the numeric code for month is 1 through 9, enter a leading zero.

NCIC CANNOT BE BLANK
Enter your seven-digit NCIC number. Do not enter the IL prefix.

CODE CANNOT BE BLANK
Enter your four-digit agency code number assigned by the Bureau of Identification.

OP INIT OPTIONAL
Enter your terminal operator's two initials or code number.

LINE NUMBER CANNOT BE BLANK
Valid entries are as follows:

Numeric Line Entry

Any number 1 through 9999 indicates one offense.

M-line Entry

The letter "M" indicates multiple information for only the areas of officer ID, man-hours, and/or additional property stolen or recovered.

R-line Entry

The letter "R" indicates only information about recovered property taken in a previously recorded offense.

C-line Entry

The letter "C" may be used to change the case status of a previously reported offense which falls into one of the situations below:

- . Had not been previously assigned a case status (service codes only).
- . Had been scored previously with a case status of pending (case status 2).
- . Had been scored previously with a case status of administratively closed (case status 9).

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III.A. OFFENSE SUMMARY UCRF6. (Continued)

CASE NUMBER	CANNOT BE BLANK Entries may contain nine characters. Any combination of letters, numbers, slashes, dashes, or blank spaces may be used.
OFFENSE CODE	CANNOT BE BLANK Enter the appropriate I-UCR offense or service code. Refer to the appendix for proper codes.
CASE STATUS	CANNOT BE BLANK Enter the appropriate case status code (0 through 9) for each offense recorded with a numeric or "C" in Line Number. Do NOT use with an "M" or "R" in Line Number. Refer to the appendix for proper codes.
DAY OF MONTH	CANNOT BE BLANK Enter any numeric from 1 through 31. If unknown, use 00.
TIME OCCURRED	CANNOT BE BLANK Enter military time (24-hour clock) only. Estimate time if actual time is not known. If unknown, use 0000.
ARRIVAL TIME	OPTIONAL FIELD See instructions for Time Occurred.
BEAT NUMBER	OPTIONAL FIELD Enter any numeric from 1 through 99. If Beat Number is used, it is not necessary to have entries in the Beat Block.
BEAT BLOCK	OPTIONAL FIELD Enter any numeric from 1 through 999. If Beat Block is used, there <u>must</u> be an entry in Beat Number.
OFFICER ID	OPTIONAL FIELD Enter any numeric from 1 through 999.
SHIFT	OPTIONAL FIELD Enter any numeric from 1 through 9.
MAN-HOURS	OPTIONAL FIELD Enter any numeric from 1 through 999 in the Whole Hours positions. Enter any numeric from 0 through 9 in the Tenths position. The last position indicates tenths of an hour.
PLACE	CANNOT BE BLANK Enter a valid three-digit I-UCR place code. Use the place code which best describes the location of the offense. Refer to the appendix for proper codes.

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III.A. OFFENSE SUMMARY UCRF6. (Continued)

METHOD

CANNOT BE BLANK

Enter a valid three-digit I-UCR method code. Refer to the appendix for proper codes.

NUMBER OF ITEMS CANNOT BE BLANK WHEN APPLICABLE

Enter any numeric from 1 through 9999 in Number of Items. If the number of items exceeds four digits, use M-line(s) to report the remaining items. Refer to the Property Code listing in the appendix and use the unit of measure indicated in parentheses next to the property classification to determine the number of items (e.g., enter 1 in the number of items for currency).

PROPERTY

CANNOT BE BLANK WHEN APPLICABLE

Enter a valid three-digit I-UCR property code. Use the property code which best describes the property involved. Refer to the appendix for proper codes.

RECOVERY CODE

CANNOT BE BLANK WHEN THERE IS AN ENTRY IN VALUE RECOVERED OR VALUE DESTROYED, IF PROPERTY WAS RECOVERED BUT DAMAGED OR DESTROYED

Enter a recovery code of 84, 85, or 86. A recovery code of 86 can ONLY be used on an R-line. If code 86 is used, there cannot be a value in Value Stolen. Refer to the appendix for proper codes.

VALUE STOLEN, RECOVERED, DESTROYED

CANNOT BE BLANK WHEN APPLICABLE

Enter whole dollar amounts of property stolen, recovered, or destroyed. If the property value exceeds six digits, use an M-line to record the remaining value. If the offense is arson or criminal damage, the dollar value must be entered only in Destroyed.

When the record is completed and transmitted, your operator will receive either an acknowledgment or reject message pertaining to that record.

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UNIFORM CRIME REPORTS (24)

III. UCR SCREEN FORMATS (Continued)

B. ARREST SUMMARY UCRF7.

UCRF7.

```
M/ N UEMC7.  DATE ---- NCIC ----- CODE ---- OP INIT --  
  
    LINE NUMBER ---- CASE NUMBER -----  
    OFFENSE CODE ----  
    DAY OF MONTH --- TIME OF ARREST ----  
    BEAT NUMBER ---  
    BEAT BLOCK --- (IF USED BEAT NUMBER CANNOT BE ZERO)  
OFFICER ID --- SHIFT --- MAN HOURS ---- (LAST POS FOR TENTHS)  
                AGE --- SEX --- RACE/ETHNIC ---  
                EMPLOYED --- CJIS STATUS --- RESIDENCE ----  
POLICE DISP ADULT --- POLICE DISP JUVENILE --
```

<u>Field Description</u>	<u>Maximum Field Length</u>	<u>Field Contents</u>
M/	1	N, D, T, or P
MKE	5	UEMC7
DATE	4	Numeric
NCIC	7	Alpha or numeric
CODE	4	Numeric
OP INIT	2	Alpha or numeric
LINE NUMBER	4	Numeric or M
CASE NUMBER	9	Alpha or numeric
OFFENSE CODE	4	Alpha or numeric
DAY OF MONTH	2	Numeric
TIME OF ARREST	4	Numeric or blank
BEAT NUMBER	2	Numeric or blank
BEAT BLOCK	3	Numeric or blank
OFFICER ID	3	Numeric or blank
SHIFT	1	Numeric or blank
MAN-HOURS	4	Numeric or blank
AGE	2	1-99; A or J for service codes only
SEX	1	M or F
RACE/ETHNIC	1	W, B, M, P, A, I, H
EMPLOYED	1	Y, N, S, M
CJIS STATUS	1	A through H or blank
RESIDENCE	4	See Residence codes
POLICE DISP ADULT	2	87 through 91
POLICE DISP JUVENILE	2	92 through 98

Use this format as a guide for entering an Arrest Summary record. Once the message has been completed, check the data then press the transmit key.

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UNIFORM CRIME REPORTS (24)

III.B. ARREST SUMMARY UCRF7. (Continued)

Field Descriptions

M/

CANNOT BE BLANK

The M/field contains a one character position as shown in the format illustration. This position is reserved for your terminal operator to indicate what type of record is being entered into the system. The characters that can be entered in this position and the meaning of each are:

M/T Key the character T when your operator is entering a TEST RECORD. This may be used for training or testing data. This data will not be included in your monthly I-UCR statistics.

M/N Key the character N when your operator is entering a NEW RECORD for the current calendar month.

M/D Key the character D when your operator is entering a DUPLICATE RECORD. A duplicate record is one that contains exactly the same data as the one preceding it. A duplicate record can be entered more than once.

M/P Key the character P when your operator is entering any PAST MONTHS' RECORDS. This applies to any data whose reporting period is prior to the current calendar month.

Having entered a record with a D or T in the M/field, your terminal operator must enter an N in this field for the next record unless it is a test record or duplicate record.

DATE

CANNOT BE BLANK

Enter the month and year (mmyy). If the numeric code for month is 1 through 9, enter a leading zero.

NCIC

CANNOT BE BLANK

Enter your seven-digit NCIC number. Do not enter the IL prefix.

CODE

CANNOT BE BLANK

Enter your four-digit agency code number assigned by the Bureau of Identification.

OP INIT

OPTIONAL

Enter your terminal operator's two initials or code number.

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UNIFORM CRIME REPORTS (24)

III.B. ARREST SUMMARY UCRF7. (Continued)

LINE NUMBER

CANNOT BE BLANK

Valid entries are as follows:

Numeric Line Entry

Any number 1 through 9999 indicates one person arrested.

M-line Entry

The letter "M" indicates additional charges for one person or multiple information about an arrest that had been previously recorded, such as multiple man-hours and officer ID.

CASE NUMBER

CANNOT BE BLANK

Entries may contain nine characters. Any combination of letters, numbers, slashes, dashes, or blank spaces may be used.

OFFENSE CODE

CANNOT BE BLANK

Enter the appropriate I-UCR offense or service code. If a person has more than one charge, enter the most serious charge with a numeric in Line Number. Enter all other charges with M-line entries. Refer to the appendix for proper codes.

DAY OF MONTH

CANNOT BE BLANK

Enter any numeric from 1 through 31. If unknown, use 00.

TIME OF ARREST

OPTIONAL FIELD

Enter military time (24-hour clock) only. If unknown, use 0000.

BEAT NUMBER

OPTIONAL FIELD

Enter any numeric from 1 through 99. If Beat Number is used, it is not necessary to have entries in the Beat Block.

BEAT BLOCK

OPTIONAL FIELD

Enter any numeric from 1 through 999. If Beat Block is used, there must be an entry in Beat Number.

OFFICER ID

OPTIONAL FIELD

Enter any numeric from 1 through 999.

SHIFT

OPTIONAL FIELD

Enter any numeric from 1 through 9.

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III.B. ARREST SUMMARY UCRF7. (Continued)

MAN-HOURS

OPTIONAL FIELD

Enter any numeric from 1 through 999 in the Whole Hours positions. Enter any numeric from 0 through 9 in the Tenths position. The last position indicates tenths of an hour. Do NOT duplicate man-hours already recorded on the Offense Summary.

AGE

CANNOT BE BLANK

Enter the numeric age of the person arrested. If actual age is unknown, estimate the age. "A" for Adult or "J" for Juvenile may be used with service codes ONLY.

SEX

CANNOT BE BLANK

Enter the sex of the person arrested, "M" for male or "F" for female.

RACE/ETHNIC

CANNOT BE BLANK

Enter the race/ethnic code of the person arrested. Refer to the appendix for proper codes.

EMPLOYED

OPTIONAL FIELD

Enter the employment status of the person arrested. Refer to the appendix for proper codes.

CJIS STATUS

OPTIONAL FIELD

Enter the status of the arrestee in the criminal justice system. Refer to the appendix for proper codes.

RESIDENCE

OPTIONAL FIELD

Enter the residence of the person arrested.

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UNIFORM CRIME REPORTS (24)

III.B. ARREST SUMMARY UCRF7. (Continued)

If the person is not from Illinois, use the first two positions to code the resident state or out of country.

<u>State</u>	<u>Identifier</u>	<u>State</u>	<u>Identifier</u>
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NB
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY
		Out of Country	OC

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If the person is from Illinois, use the first three positions to code the resident county.

<u>County</u>	<u>Identifier</u>
Adams	001
Alexander	002
Bond	003
Boone	004
Brown	005
Bureau	006
Calhoun	007
Carroll	008
Cass	009
Champaign	010
Christian	011
Clark	012
Clay	013
Clinton	014
Coles	015
Cook	016
Crawford	017
Cumberland	018
DeKalb	019
DeWitt	020
Douglas	021
DuPage	022
Edgar	023
Edwards	024
Effingham	025
Fayette	026
Ford	027
Franklin	028
Fulton	029
Gallatin	030
Greene	031
Grundy	032
Hamilton	033
Hancock	034
Hardin	035
Henderson	036
Henry	037
Iroquois	038
Jackson	039
Jasper	040
Jefferson	041
Jersey	042
Jo Daviess	043
Johnson	044
Kane	045
Kankakee	046
Kendall	047
Knox	048
Lake	049
LaSalle	050
Lawrence	051
Lee	052

<u>County</u>	<u>Identifier</u>
Livingston	053
Logan	054
McDonough	055
McHenry	056
McLean	057
Macon	058
Macoupin	059
Madison	060
Marion	061
Marshall	062
Mason	063
Massac	064
Menard	065
Mercer	066
Monroe	067
Montgomery	068
Morgan	069
Moultrie	070
Ogle	071
Peoria	072
Perry	073
Piatt	074
Pike	075
Pope	076
Pulaski	077
Putnam	078
Randolph	079
Richland	080
Rock Island	081
Saint Clair	082
Saline	083
Sangamon	084
Schuyler	085
Scott	086
Shelby	087
Stark	088
Stephenson	089
Tazewell	090
Union	091
Vermilion	092
Wabash	093
Warren	094
Washington	095
Wayne	096
White	097
Whiteside	098
Will	099
Williamson	100
Winnebago	101
Woodford	102
Unknown	103

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III.B. ARREST SUMMARY UCRF7. (Continued)

The following rules apply to Offender Mobility Codes which are entered in the last position of the Residence field.

Offender Mobility Codes

C - Resident of Chicago	F - Resident of Other
S - Resident of St. Louis	City/Town, Your
H - Resident of Your	County
Jurisdiction	R - Resident of Rural
B - Resident of Bordering	Area, Your
City/Town	County

- . If the offender is a resident of your jurisdiction, enter the county numeric code of your county and enter the code H in the last position of Residence. Example: 0 7 6 H
- . If the offender is a resident of Chicago, enter the Cook County numeric code 016 and enter the code C in the last position of Residence. Example: 0 1 6 C
- . If the offender is a resident of St. Louis, Missouri, enter the state code MO and enter S in the last position of Residence. Example: M O _ S
- . If the offender is a resident of a bordering city/town, enter the county numeric code of the bordering city/town and enter the code B in the last position of Residence. Example: 0 7 6 B
- . If the offender is a resident of a city/town in your county and the city/town does not border your jurisdiction, enter the county numeric code of your county and enter the code F in the last position of Residence. Example: 0 8 4 F
- . If the offender is a resident of a rural area in your county, enter the county numeric code of your county and enter the code R in the last position of Residence. Example: 0 6 4 R

POLICE DISP CANNOT BE BLANK

ADULT - Enter the police disposition of the subject arrested if the age is 17 or older. Refer to the appendix for proper codes.

JUVENILE - Enter the police disposition of the subject arrested if the age is 16 or younger. Refer to the appendix for proper codes.

When the record is completed and transmitted, your operator will receive either an acknowledgment or reject message pertaining to that record.

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III. I-UCR SCREEN FORMATS (Continued)

C. COURT DISPOSITION UCRF8.

UCRF8.

M/ N UEMC8. DATE ____ NCIC _____ CODE ____ OP INIT __

CASE NUMBER -----
OFFENSE CODE -----
COURT SUPERVISION -----
ACQUITTED OR DISMISSED -----
OTHER -----
GUILTY OF OFFENSE -----
GUILTY OF LESSER -----

<u>Field Description</u>	<u>Maximum Field Length</u>	<u>Field Contents</u>
M/	1	N, D, T, or P
MKE	5	UEMC8
DATE	4	Numeric
NCIC	7	Alpha or numeric
CODE	4	Numeric
OP INIT	2	Alpha or numeric
CASE NUMBER	9	Alpha or numeric
OFFENSE CODE	4	Alpha or numeric
COURT SUPERVISION	3	Numeric or X
ACQUITTED OR DISMISSED	3	Numeric or X
OTHER	3	Numeric or X
GUILTY OF OFFENSE	3	Numeric or X
GUILTY OF LESSER	3	Numeric or X

Use this format as a guide for entering a Court Disposition record. Once the message has been completed, check the data then press the transmit key.

Field Descriptions

M/ CANNOT BE BLANK
The M/field contains a one character position as shown in the format illustration. This position is reserved for your terminal operator to indicate what type of record is being entered into the system. The characters that can be entered in this position and the meaning of each are:

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III.C. COURT DISPOSITION UCRF8.(Continued)

M/T Key the character T when your operator is entering a TEST RECORD. This may be used for training or testing data. This data will not be included in your monthly I-UCR statistics.

M/N Key the character N when your operator is entering a NEW RECORD for the current calendar month.

M/D Key the character D when your operator is entering a DUPLICATE RECORD. A duplicate record is one that contains exactly the same data as the one preceding it. A duplicate record can be entered more than once.

M/P Key the character P when your operator is entering any PAST MONTHS' RECORDS. This applies to any data whose reporting period is prior to the current calendar month.

Having entered a record with a D or T in the M/field, your terminal operator must enter an N in this field for the next record unless it is a test record or duplicate record.

DATE CANNOT BE BLANK
Enter the month and year (mmyy). If the numeric code for month is 1 through 9, enter a leading zero.

NCIC CANNOT BE BLANK
Enter your seven-digit NCIC number. Do not enter the IL prefix.

CODE CANNOT BE BLANK
Enter your four-digit agency code number assigned by the Bureau of Identification.

OP INIT OPTIONAL
Enter your terminal operator's two initials or code number.

CASE NUMBER CANNOT BE BLANK
Entries may contain nine characters. Any combination of letters, numbers, slashes, dashes, or blank spaces may be used.

OFFENSE CODE CANNOT BE BLANK
Enter the appropriate I-UCR offense or service code. Refer to the appendix for proper codes.

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III.C. COURT DISPOSITION UCRF8.(Continued)

COURT SUPER-
VISION

ACQUITTED OR
DISMISSED

OTHER

GUILTY OF
OFFENSE

GUILTY OF LESSER

CANNOT BE BLANK

An entry must be made in one of these fields. The entry must be an "X" (equals 1) or a numeric from 1 through 999 to indicate the number of charges.

When the record is completed and transmitted, your operator will receive either an acknowledgment or reject message pertaining to that record.

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IV. RECORD ADJUSTMENT PROCESS

Adjustments should be completed whenever your agency wishes to change a record previously entered or to change a case status originally entered as anything other than pending (case status 2) or administratively closed (case status 9). A C-line entry is still required to change the case status of an offense previously entered as pending or administratively closed.

A. CASE STATUS CHANGE UCRFC.

UCRFC.

M/ N UEMC6. DATE ---- NCIC ----- CODE ---- OP INIT --

LINE NUMBER C
CASE NUMBER -----
OFFENSE CODE ----
CASE STATUS --
DATE OF ORIGINAL OFFENSE ---- (KEY THIS DATE IN
YEAR-MONTH ORDER)

<u>Field Description</u>	<u>Maximum Field Length</u>	<u>Field Contents</u>
M/	1	N, D, T, or P
MKE	5	UEMC6
DATE	4	Numeric
NCIC	7	Alpha or numeric
CODE	4	Numeric
OP INIT	2	Alpha or numeric
LINE NUMBER	1	C
CASE NUMBER	9	Alpha or numeric
OFFENSE CODE	4	Alpha or numeric
CASE STATUS	2	0 through 9
DATE OF ORIGINAL OFFENSE	4	Numeric; year/month order

Use this format as a guide for entering a Case Status Change record. Once the message has been completed, check the data then press the transmit key.

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IV.A. CASE STATUS CHANGE UCRFC. (Continued)

Field Descriptions

M/

CANNOT BE BLANK

The M/field contains a one character position as shown in the format illustration. This position is reserved for your terminal operator to indicate what type of record is being entered into the system. The characters that can be entered in this position and the meaning of each are:

M/T

Key the character T when your operator is entering a TEST RECORD. This may be used for training or testing data. This data will not be included in your monthly I-UCR statistics.

M/N

Key the character N when your operator is entering a NEW RECORD for the current calendar month.

M/D

Key the character D when your operator is entering a DUPLICATE RECORD. A duplicate record is one that contains exactly the same data as the one preceding it. A duplicate record can be entered more than once.

M/P

Key the character P when your operator is entering any PAST MONTHS' RECORDS. This applies to any data whose reporting period is prior to the current calendar month.

Once the case status change record has been entered, your terminal operator must clear the screen by using the administrative message key and call up the appropriate format for entering the next record.

DATE

CANNOT BE BLANK

Enter the month and year (mmyy). If the numeric code for month is 1 through 9, enter a leading zero.

NCIC

CANNOT BE BLANK

Enter your seven-digit NCIC number. Do not enter the IL prefix.

CODE

CANNOT BE BLANK

Enter your four-digit agency code number assigned by the Bureau of Identification.

OP INIT

OPTIONAL

Enter your terminal operator's two initials or code number.

LINE NUMBER

CANNOT BE BLANK

The letter "C" will appear on the screen.

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IV.A. CASE STATUS CHANGE UCRFC. (Continued)

CASE NUMBER

CANNOT BE BLANK

Entries may contain nine characters. Any combination of letters, numbers, slashes, dashes, or blank spaces may be used. Enter the case number of the original case or record exactly as originally entered.

OFFENSE CODE

CANNOT BE BLANK

Enter the offense code number of the original case or record exactly as originally entered. Refer to the appendix for proper codes.

CASE STATUS

CANNOT BE BLANK

Enter the appropriate case status code (0 through 9) change. Refer to the appendix for proper codes.

DATE OF
ORIGINAL
OFFENSE

CANNOT BE BLANK

Enter the year and month (yymm) of the original case or record exactly as originally entered.

If you wish to record man-hours, officer ID, or additional property, it must be entered on a separate M-line entry using the appropriate screen format.

When this record is completed and transmitted, your operator will receive an acknowledgment or reject message pertaining to that record.

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IV. RECORD ADJUSTMENT PROCESS (Continued)

B. VOID UCRFV.

The on-line I-UCR void function allows your agency to void or delete an entire record from the I-UCR data base file. This function is identical to all the other entry processes in the on-line I-UCR system. The data elements included in the void format are necessary for the deletion of the data base records. It is important to remember that once the record is identified within the file, it is erased from the field permanently. Your terminal operator enters "UCRFV." to obtain the screen format for entering void records.

UCRFV.

M/ V UVOID. DATE ____ NCIC _____ CODE ____ OP INIT __
FORM NUMBER CASE NUMBER
OFFENSE CODE ____ AUDIT CONTROL NUMBER ____ / ____ / ____ / ____

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* * FORM NUMBER MENU * *
PLEASE SELECT ONE OF THE FOLLOWING

- 6 - UCRF6.OFFENSE SUMMARY
- 7 - UCRF7.ARREST SUMMARY
- 8 - UCRF8.COURT DISPOSITION

<u>Field Description</u>	<u>Maximum Field Length</u>	<u>Field Contents</u>
M/	1	V
MKE	5	UVOID
DATE	4	Numeric
NCIC	7	Alpha or numeric
CODE	4	Numeric
OP INIT	2	Alpha or numeric
FORM NUMBER	1	6, 7, or 8
CASE NUMBER	9	Alpha or numeric
OFFENSE CODE	4	Alpha or numeric
AUDIT CONTROL NUMBER	12	Numeric

Use this format as a guide for entering a Void record. Once the message has been completed, check the data then press the transmit key.

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IV.B. VOID UCRFV. (Continued)

Field Descriptions

M/

CANNOT BE BLANK

The M/field contains a one character position as shown in the format illustration. This position is reserved for your terminal operator to indicate what type of record is being entered into the system. The character that can be entered in this position and its meaning is:

M/V

Key the character V when your operator is entering a VOID RECORD.

Once the void record has been entered, your terminal operator must clear the screen by using the administrative message key and call up the appropriate screen format for entering the correct record.

DATE

CANNOT BE BLANK

Enter the month and year (mmyy) of the original record exactly as originally reported. If the numeric code for month is 1 through 9, enter a leading zero.

NCIC

CANNOT BE BLANK

Enter your seven-digit NCIC number. Do not enter the IL prefix.

CODE

CANNOT BE BLANK

Enter your four-digit agency code number assigned by the Bureau of Identification.

OP INIT

OPTIONAL FIELD

Enter your terminal operator's two initials or code number.

FORM NUMBER

CANNOT BE BLANK

Enter the appropriate form number code (6 through 8) that identifies the I-UCR screen format in which the original record was entered.

CASE NUMBER

CANNOT BE BLANK

Entries may contain nine characters. Any combination of letters, numbers, slashes, dashes, or blank spaces may be used. Enter the case number of the original case or record exactly as originally entered.

IV.B. VOID UCRFV. (Continued)

AUDIT CONTROL
NUMBER

CANNOT BE BLANK

Entries must contain twelve numerics. The ACN is the unique number assigned to the original record when previously entered.

When the record is completed and transmitted, your operator will receive either an acknowledgment or reject message pertaining to that record.

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V. UCALL FACILITY

There are instances when your terminal operator might need to recall the last I-UCR record that was entered. For such needs, the UCALL facility was established to provide to your terminal operator the last I-UCR record entered by your agency. The format for recalling the last I-UCR record entered is:

UCALL.NCIC/0123400 (space) CODE/0123 (space) OP INIT/MW (transmit)

All field identifiers above are mandatory except the OP INIT field. Therefore, if OP INIT data is not used, the message may be transmitted following the agency code data. Also, note that this format is a fixed length format and must be keyed as shown or a reject response will be received.

Examples of When to Use the UCALL Facility:

- . You received an acknowledgment message for the I-UCR record but you feel that you keyed a data field incorrectly and need to correct it.
- . You were temporarily interrupted and need to know what the last record you entered was before you begin entering again.
- . Due to a change in shifts, your new terminal operator needs to know the last I-UCR record entered.

Upon transmission, the last entry will appear on the screen. The message key will be changed by the I-UCR system to "URMCX" ("X" means the record form type).

EXAMPLE

```
M/ N URMC6.  DATE      NCIC      CODE      OP INIT
***NOTE*** THIS FORMAT IS USED STRICTLY FOR RE-ENTRY
  LINE NUMBER  ----      CASE NUMBER  -----
  OFFENSE CODE  ----      CASE STATUS  -----
  DAY OF MONTH  ---      TIME OCCURRED  ----  ARRIVAL TIME  ----
  BEAT NUMBER   ---
  BEAT BLOCK    ---      (IF USED BEAT NUMBER CANNOT BE ZERO)
OFFICER ID  ---  SHIFT  ---  MAN HOURS  ---      (LAST POS FOR TENTHS)
  PLACE  ---  METHOD  ---      NUMBER OF ITEMS  ---      PROPERTY  ---
  RECOVERY CODE  ---      VALUE STOLEN  ---
  VALUE RECOVERED  ---      VALUE DESTROYED  -----
```

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V. UCALL FACILITY (Continued)

If any adjustments are needed, make the necessary correction(s) and retransmit. Once the acknowledgment message is returned for the adjusted record, clear the screen by using the administrative message key and call up the appropriate format. If no corrections are needed, clear the screen and call up the appropriate format. The I-UCR system will then send to the screen the desired entry format.

Periodically during the month the I-UCR system is taken down for file maintenance. If this occurs between the time of your last entry and your UCALL message, you will receive the following message:

UCR FILE HAD BEEN REINITIALIZED SINCE LAST RECORD ENTERED

VI. ADMINISTRATIVE MESSAGES

The I-UCR status message will provide your operator with information about the I-UCR application. When your agency needs to know the current status of the I-UCR application, your terminal operator should key the following message:

USTAT. (transmit)

If the I-UCR application is in the service mode, you will receive this message:

Date, Time UCR IN FULL SERVICE

If the I-UCR application is not in the service mode, you will receive this message:

Date, Time UCR SYSTEM INACTIVE
WATCH FOR FULL SERVICE MSG

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VII. CLOSING OUT A MONTH'S DATA

All data must be entered by 5:00 p.m. on the fifth of each month. Once you have entered all your data for a given month, it is necessary that you send an administrative (type 3) message to the I-UCR Unit, terminal KYW, stating that all data for that month has been entered. The message serves the function of notifying the Bureau of Identification that your monthly statistics are complete. This does not prevent you from entering late data. The administrative message should be entered as follows:

3KYW (space) Your CDC (space).

(Your agency name) has completed I-UCR entries for (appropriate month) data. Data was entered on Offense Summary and Arrest Summary.

(Agency name and sender's name)

VIII. NO DATA TO REPORT

If your agency has no offense and/or arrest data to report within the 0110-5000 series of I-UCR offense codes, it is necessary that you send an administrative (type 3) message to the I-UCR Unit, terminal KYW, stating that you have no monthly statistics to report. The message serves the function of notifying the Bureau of Identification that you have no data to report and are not delinquent in reporting. The administrative message should be entered as follows:

3KYW (space) Your CDC (space).

(Your agency name) has no Offense and/or Arrest Summary data for (appropriate month).

(Agency name and sender's name)

As long as your agency includes your CDC on this message, you will receive an acknowledgment back. If your agency does not receive an acknowledgment, the message has not been received by the Bureau of Identification. The administrative message should be transmitted between 8:00 a.m. and 5:00 p.m., Monday through Friday.

IX. I-UCR EDIT RESPONSE MESSAGES

The I-UCR system provides on-line editing of your data. Edit response messages appear on the lower portion of your terminal screen and on your printer. Listed below are the various types of messages your agency might receive:

A. ACKNOWLEDGMENT MESSAGE

```
ACC ENTER MKE/UEMC7 DATE/0299 NCIC/0999900 CODE/0999 INIT/MW
CASE NUMBER/012345678 OFFENSE CODE/9998
AUDIT CONTROL NUMBER/9/050/1526/0123
```

The I-UCR record has been accepted and written to the I-UCR file.

B. REJECT MESSAGES

The first two lines in every reject message are standard and contain key fields to identify the I-UCR record you have entered. These two lines and key fields are:

```
REJECT MKE/UEMC7 DATE/0299 NCIC/0999900 CODE/0999 INIT/MW
CASE NUMBER/012345678 OFFENSE CODE/9997
```

Following these lines there will be a description of the error(s) detected in the I-UCR record:

```
FLD ERR/DATE
FLD ERR/OFFENSE CODE
FLD ERR/LINE NUMBER
FLD ERR/POLICE DISP. ADULT
FLD ERR/POLICE DISP. JUVENILE
FLD ERR/CJIS STATUS
FLD ERR/RESIDENCE
FLD ERR/BEAT NUMBER
FLD ERR/BEAT BLOCK
FLD ERR/OFFICER ID.
FLD ERR/SHIFT
FLD ERR/MAN-HOURS
FLD ERR/DAY OF MONTH
FLD ERR/TIME OF ARREST
FLD ERR/TIME OCCURRED
FLD ERR/PLACE
FLD ERR/METHOD
FLD ERR/NUMBER OF ITEMS
FLD ERR/PROPERTY CODE
FLD ERR/RECOVERY CODE
FLD ERR/VALUE STOLEN
FLD ERR/VALUE RECOVERED
FLD ERR/VALUE DESTROYED
FLD ERR/CASE STATUS
```

IX.B. REJECT MESSAGES (Continued)

FLD ERR/ARRIVAL TIME

FLD ERR/EMPLOYED

FLD ERR/DATE - WHEN DATE IS CURRENT M/ FIELD MUST EQUAL N

FLD ERR/DATE - WHEN DATE IS NOT CURRENT M/ FIELD MUST EQUAL P

FLD ERR/DATE OF ORIGINAL OFFENSE

FLD ERR/COURT SUPERVISION

FLD ERR/ACQUITTED OR DISMISSED

FLD ERR/OTHER

FLD ERR/GUILTY OF OFFENSE

FLD ERR/GUILTY OF LESSER OFFENSE

FLD ERR/AGE

FLD ERR/SEX

FLD ERR/RACE

A FLD ERR reject message indicates that the field(s) described contains incorrect data.

ONLY ONE POLICE DISPOSITION CLASSIFICATION MAY BE SPECIFIED

Both police disposition adult and police disposition juvenile fields cannot contain data in the record. Only one disposition is allowed for an entry.

POLICE DISPOSITION INVALID FOR AGE SPECIFIED

If the age field contains an adult age then the disposition must be police disposition adult. If the age field contains a juvenile age then the disposition must be police disposition juvenile.

BEAT NUMBER NOT SPECIFIED WITH BEAT BLOCK

If the beat block field contains data then the beat number field must contain data.

PROPERTY CODE ENTERED NOT ALLOWED WITH OFFENSE CODE SPECIFIED

The property code you have entered is not allowed to be reported with the offense code you have entered.

VALUES NOT ALLOWED WITH BLANK PROP. CODE OR 491, 541, 836, or 837

Do not enter money values in the fields value stolen, value recovered, or value destroyed if property code equals 491, 541, 836, 837, or is left blank.

RECOVERY CODE USED NOT ALLOWED WITH LINE NUMBER SPECIFIED

Line number field must equal "M" or "R" with recovery code you have entered.

IX.B. REJECT MESSAGES (Continued)

VALUE DESTROYED OR RECOVERED MUST CONTAIN A VALUE

When recovery code is specified, the value destroyed or value recovered field must contain data.

RECOVERY CODE MUST BE SPECIFIED WITH R-LINE NUMBER

With "R" entered in the line number field, you must enter a code in the recovery code field.

STOLEN MUST BE SPECIFIED WHEN RECOVERED IS SPECIFIED

If a numeric value is entered in the line number field and data is entered in the value recovered field, the value stolen field must contain data.

or

If there is no value stolen and value recovered entered, then line number must be equal to an "M" or "R".

PROPERTY OR MANPOWER DATA MUST BE SPECIFIED

With "M" entered in the line number field you must enter data in the property fields and/or manpower fields (beat number, beat block, officer ID, etc.)

METHOD NOT ALLOWED WITH OFFENSE CODE SPECIFIED

The method code you have entered is not allowed to be reported with the offense code you have entered.

VALUE STOLEN NOT ALLOWED WITH R-LINE NUMBER

The value stolen field cannot contain data when "R" is entered in the line number field.

CASE STATUS MUST BE 00 THRU 09 WITH C-LINE NUMBER

With "C" entered in the line number field, the case status field must be 00 thru 09.

CASE NUMBER MUST BE SPECIFIED WITH C-LINE NUMBER

With "C" entered in the line number field, the case number field must contain data.

DATE IN TIME OCCURRED MUST EQUAL YRMO OF ORIGINAL OFFENSE

With a value "C" entered in the line number field the time occurred field is reserved for entering the date by year and month in which the original offense was reported.

IX.B. REJECT MESSAGES (Continued)

NO COURT DISPOSITION SPECIFIED

The record you have entered is not a valid I-UCR court disposition record because it does not contain any disposition data.

NCIC AGENCY CODE NOT AUTHORIZED FOR ENTRY BY CDC

Either your agency has not been authorized by the Bureau of Identification to submit I-UCR data on-line or your NCIC number or agency code number contains an error.

M/ FIELD CONTAINS INVALID CHARACTER

The value you have entered in the M/ field is not allowed.

RECORD IS NOT DUPLICATE OF PREVIOUS RECORD

The M/ field contains the value "D" and the record is not a duplicate of the last record you entered.

ONLY ONE REENTER ALLOWED FOR A UCALL

You have entered a record with the message key equal to "URMCX" and then did not clear the screen.

PLACE CODE USED IS ONLY VALID FOR A RAILROAD AGENCY

Railroad agencies are the only agencies allowed to use the place code you have entered.

PROPERTY CODE USED IS ONLY VALID FOR A RAILROAD AGENCY

Railroad agencies are the only agencies allowed to use the property code you have entered.

ALL FIELDS AFTER TIME OCCURRED MUST BE BLANK

A "C" in line number is used strictly for assigning a case status to an offense previously entered as pending or administratively closed; therefore, no other data may be reported in this record.

RECOVERED VALUES NOT ALLOWED WITH OFFENSE CODE 1200

Do not enter money values in the field value recovered with the offense code you have specified.

RECOVERY CODES 84, 85, or 86 NOT ALLOWED WITH OFFENSE CODE SPECIFIED

The offense code you have entered is not allowed to be used with a recovery code equal to 84, 85, or 86.

IX.B. REJECT MESSAGES (Continued)

LINE NUMBER R NOT ALLOWED WITH OFFENSE CODE SPECIFIED

The offense code you have entered is not allowed to be used with a line number equal to "R".

PROPERTY VALUES NOT ALLOWED WITH OFFENSE CODE SPECIFIED

Do not enter any money values in the fields value stolen, value recovered, and value destroyed with the offense code you have specified.

DUE TO MARCH CUTOFF, SEND PAST YEARS' DATA TO CSS ON UCR FORMS

The record you have entered contains a report date which violates the cutoff procedures.

RECORD IS DUPLICATE OF PREVIOUS RECORD ENTERED

The I-UCR record you have entered is identical to or a duplicate of the record you have entered before it. Check your document to see if you have entered the same record twice. If you haven't and the record is the same as the one before it, key the character "D" in the M/field, meaning that the record is a valid duplicate record and retransmit.

CASE STATUS NOT VALID WITH AN M OR R-LINE ENTRY

With "M" or "R" entered in the line number field, the case status field must be blank.

VALUE STOLEN NOT ALLOWED WITH RECOVERY CODE 86

Do not enter money values in the field value stolen with the recovery code you have specified.

VALUE FIELDS CANNOT BE SPECIFIED WITH CASE STATUS 00 OR 01

Do not enter money values in the fields value stolen, value recovered, and value destroyed with the case status you have specified.

VALUE DESTROYED IS REQUIRED WITH OFFENSE CODE SPECIFIED

The value destroyed field must contain data with the offense code you have entered. The value stolen and value recovered fields must be blank.

VALUE STOLEN AND VALUE RECOVERED MUST BE ZERO FOR OFFENSE

With the offense code you have entered, the value stolen and value recovered fields must be blank.

IX.B. REJECT MESSAGES (Continued)

CASE STATUS MUST BE 09 FOR SPECIFIED OFFENSE

The case status must be 09 for the offense code you have entered.

FOR CURRENT MONTH, DAY OF MONTH, FLD IS GREATER THAN TODAY'S DATE

The day-of-month field you have entered has not arrived yet.

EFFECTIVE 11-1-81, "N" RACE CODE IS INVALID. PLEASE USE "B".

The race code of "N" for Negro has been revised to "B" for Black.

FORM NUMBER USED WITH VOID RECORD NOT ALLOWED

The form number you have entered is invalid.

AUDIT CONTROL NUMBER MUST BE SPECIFIED WITH VOID RECORD

The audit control number must be entered for this transaction.

THE AUDIT CONTROL NUMBER ENTERED IS AN INVALID NUMBER

You have entered the audit control number incorrectly.

DUPLICATE VOID - AUDIT CONTROL NUMBERS CAN'T BE DUPLICATES

You have entered the same void record or the same audit control number for this transaction.

VOIDS PRIOR TO 1984 MUST BE SENT TO CSS ON ADJUSTMENT FORMS

Audit control numbers were not assigned to records prior to 1984. These records must be sent to the I-UCR Unit.

DATE FIELD MUST BE NUMERIC IN MONTH, YEAR ORDER

You have entered an alpha character in the date field or you have entered the date field in year, month order.

TRANSACTION ACCEPTABLE ONLY FOR THE CURRENT YEAR OR LAST YEAR. PLEASE SUBMIT THIS TRANSACTION ON DOCUMENTS TO THE I-UCR UNIT.

The data you have entered should be submitted on source document forms to the I-UCR Unit.

RESIDENTIAL PLACE CODE MUST BE SPECIFIED

When using an offense code for residential burglary, the place code must be a residential code.

X. APPENDIX

I-UCR Field Code Descriptions

Case Status Codes and Descriptions

- 0 Unfounded
- 1 Referred to Responsible Jurisdiction
- 2 Pending Investigation
- 3 Cleared by Arrest: Adult (17 and over)
- 4 Cleared by Arrest: Juvenile (16 and under)
- 5 Fail to File Complaint or Prosecute: Adult
- 6 Fail to File Complaint or Prosecute: Juvenile
- 7 Other Exceptional Clearance: Adult
- 8 Other Exceptional Clearance: Juvenile
- 9 Case Administratively Closed

Method Codes and Descriptions

- 340 Pocket Picking
- 350 Use of Keys or Other Devices
- 360 Purse Snatching
- 369 Home Invasion
- 371 Shoplifting
- 372 Alter, Transfer, or Remove Label or Price Tag
- 373 Transfer Merchandise to Another Container
- 374 Under-Ring
- 384 Cargo Theft
- 387 Domestic Violence
- Thrift and Burglary From a Motor Vehicle (Affixed Motor Vehicle Part or Accessory)
- 391 From Auto
- 392 From Truck or Bus
- 393 From Other Motor Vehicle
- Thrift and Burglary From a Motor Vehicle (All Commodities Except Affixed Motor Vehicle Part or Accessory)
- 395 From Auto
- 396 From Truck or Bus
- 397 From Other Vehicle
- 398 Crimes Against School Personnel
- 400 Unknown
- 410 Other
- 411 None or Does Not Apply

Recovery Codes and Descriptions

- 84 Locally Stolen and Locally Recovered
- 85 Locally Stolen, Recovered Other Jurisdiction
- 86 Stolen Out of Jurisdiction, Recovered Locally

Race/Ethnic Codes and Descriptions

W	White
B	Black
M	Mexican
P	Puerto Rican
A	Asian/Pacific Islander
I	American Indian/Alaskan
H	Other Hispanic

Employed Codes and Descriptions

Y	Yes
N	No
S	Student
M	Military

CJIS Status Codes and Descriptions

A	Parole
B	Probation
C	Escapee
D	Court Supervision
E	Work Release
F	Bond
G	New Arrestee
H	Repeater

Police Disposition Codes and Descriptions

Adult

87	Arrested - Held for Prosecution (Including Released on Bond)
88	Summoned - Cited - Notified
89	Released Without Charge
90	Referred to Other Agency/Warrant Arrest
91	Arrested by Other Jurisdiction

Juvenile

92	Handled Within the Department and Released
93	Summoned - Cited - Notified
94	Referred to Welfare Agency
95	Referred to Juvenile Court
96	Referred to Criminal or Adult Court
97	Referred to Other Agency
98	Arrested by Other Jurisdiction

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UNIFORM CRIME REPORTS (24)

ILLINOIS UNIFORM CRIME REPORTING OFFENSE CODES

<u>CODE</u>	<u>OFFENSE</u>	<u>STATUTE REFERENCE</u>
	HOMICIDE	
*0110	Murder	38-9-1
*012A	Attempt: Handgun	38-8-4
*012B	Attempt: Other Firearm	38-8-4
*0122	Attempt: Knife or Cutting Instrument	38-8-4
*0123	Attempt: Other Dangerous Weapons	38-8-4
*0124	Attempt: Hands, Fists, Feet, etc.	38-8-4
*0130	Voluntary Manslaughter	38-9-2
*0141	Involuntary Manslaughter	38-9-3
0142	Reckless Homicide	38-9-3
*0150	Justifiable Homicide	38-7-1
	CRIMINAL SEXUAL ASSAULT	
*0261	Aggravated: Handgun	38-12-14
*0262	Aggravated: Other Firearm	38-12-14
*0263	Aggravated: Knife or Cutting Instrument	38-12-14
*0264	Aggravated: Other Dangerous Weapons	38-12-14
*0265	Aggravated: Other Means	38-12-14
*0271	Attempt: Handgun	38-8-4
*0272	Attempt: Other Firearm	38-8-4
*0273	Attempt: Knife or Cutting Instrument	38-8-4
*0274	Attempt: Other Dangerous Weapons	38-8-4
*0275	Attempt: Other Means	38-8-4
*0281	Criminal Sexual Assault	38-12-13
*0291	Attempt: Criminal Sexual Assault	38-8-4
	ROBBERY	
*031A	Armed: Handgun	38-18-2
*031B	Armed: Other Firearm	38-18-2
*0312	Armed: Knife or Cutting Instrument	38-18-2
*0313	Armed: Other Dangerous Weapons	38-18-2
*0320	Strong Arm, No Weapon	38-18-1
*033A	Attempt: Armed, Handgun	38-8-4
*033B	Attempt: Armed, Other Firearm	38-8-4
*0334	Attempt: Armed, Knife or Cutting Instrument	38-8-4
*0337	Attempt: Armed, Other Dangerous Weapons	38-8-4
*0340	Attempt: Strong Arm, No Weapon	38-8-4
	BATTERY	
*041A	Aggravated: Handgun	38-12-4(b)(1) & 4.3
*041B	Aggravated: Other Firearm	38-12-4(b)(1) & 4.3
*0420	Aggravated: Knife or Cutting Instrument	38-12-4(b)(1) & 4.3
*0430	Aggravated: Other Dangerous Weapons	38-12-4(b)(1) & 4.3
*0440	Aggravated: Hands, Fists, Feet, etc. (inflicts great bodily harm)	38-12-4(a) & 4.3
0445	Aggravated: Hands, Fists, Feet, etc.	38-12-4(b)(2-12)
0460	Simple Battery	38-12-3
0470	Reckless Conduct	38-12-5
	ASSAULT	
*051A	Aggravated: Handgun	38-12-2(a)(1)
*051B	Aggravated: Other Firearm	38-12-2(a)(1)
*0520	Aggravated: Knife or Cutting Instrument	38-12-2(a)(1)
*0530	Aggravated: Other Dangerous Weapons	38-12-2(a)(1)
0545	Aggravated: Hands, Fists, Feet, etc.	38-12-2(a)(2-10)
0560	Simple Assault	38-12-1

*Indicates Part 1 Offenses

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ILLINOIS UNIFORM CRIME REPORTING OFFENSE CODES (Continued)

<u>CODE</u>	<u>OFFENSE</u>	<u>STATUTE REFERENCE</u>
	BURGLARY	
*0610	Forcible Entry	38-19-1
*0620	Unlawful Entry (No Force)	38-19-1
*0625	Residential Burglary (Forcible Entry)	38-19-3
*0626	Residential Burglary (Nonforcible Entry)	38-19-3
*0630	Attempt: Forcible Entry	38-8-4
	BURGLARY FROM MOTOR VEHICLE	
*0710	Over \$300	38-19-1
*0720	\$300 and Under	38-19-1
*0750	Attempt: Burglary from Motor Vehicle	38-8-4
	THEFT	
*0810	Over \$300	38-16-1
*0820	\$300 and Under	38-16-1
*0850	Attempt: Theft	38-8-4
	MOTOR VEHICLE THEFT	
*0910	Autos	38-16-1
*0915	Trucks and Buses	38-16-1
*0918	Other Vehicles	38-16-1
*0920	Attempt: Autos	38-8-4
*0925	Attempt: Trucks and Buses	38-8-4
*0930	Attempt: Other Vehicles	38-8-4
	ARSON	
*1010	Arson Explosive Device	38-20-1
*1020	Arson Incendiary Device	38-20-1
*1025	Aggravated Arson	38-20-1.1
1030	Possession: Explosives, Incendiary Device	38-20-2
*1090	Attempt: Arson	38-8-4
	DECEPTION	
1110	Deceptive Practices	38-17-1
1120	Forgery	38-17-3
1130	Fraud	38-17-1
1140	Embezzlement	38-17-1
1150	Credit Cards	17-5901
1160	Deceptive Altering of Coins	38-17-4
1170	Impersonating an Officer	38-17-2
1190	Attempt: Deception	38-8-4
1200	Stolen Property, Buy, Receive, Possess	38-16-1(d)
1210	Theft of Labor, Serv., Use of Property	38-16-3
1220	Theft of Lost or Mislaid Property	38-16-2
1230	Poss. of Keys or Dev. to Coin Op. Mach.	38-16-6
1235	Unlawful Use of Recorded Sounds	38-16-7
1240	Unlawful Use of a Computer	38-16-9
1245	Cable Television Service Offenses	38-16-10
	CRIMINAL DAMAGE AND TRESPASS TO PROPERTY	
1310	Criminal Damage to Property	38-21-1 & 1.1
1320	Criminal Damage to Vehicle	38-21-1 & 1.1
1330	Criminal Trespass to Land	38-21-3 & 1.1
1340	Criminal Damage to State Sup. Prty.	38-21-4 & 3.3
1350	Criminal Trespass to State Sup. Land	38-21-5 & 3.3
1360	Criminal Trespass to Vehicle	38-21-2
1365	Criminal Trespass to Residence	38-19-4
1370	Criminal Damage to Fire Fighting Apparatus, Hydrants or Equipment	38-21-1.1
1375	Institutional Vandalism	38-21-1.2
1380	Unauth. Poss. or Storage of Weapons	38-21-6

*Indicates Part 1 Offenses

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ILLINOIS UNIFORM CRIME REPORTING OFFENSE CODES (Continued)

<u>CODE</u>	<u>OFFENSE</u>	<u>STATUTE REFERENCE</u>
DEADLY WEAPONS		
141A	Unlawful Use: Handgun	38-24-1
141B	Unlawful Use: Other Firearm	38-24-1
141C	Unlawful Use: Other Dangerous Weapons	38-24-1
142A	Unlawful Sale: Handgun	38-24-3
142B	Unlawful Sale: Other Firearm	38-24-3
143A	Unlawful Poss: Handgun	38-24-3.1
143B	Unlawful Poss: Other Firearm	38-24-3.1
143C	Unlawful Poss: Ammunition	38-24-3.1
1440	Register of Sales by Dealer	38-24-4
1450	Defacing Ident. Marks of Firearms	38-24-5
1460	Firearms & Ammu., No FOID Card	38-83-2 & 3
149A	Attempt: Handgun	38-8-4
149B	Attempt: Other Firearm	38-8-4
149C	Attempt: Other Dangerous Weapons	38-8-4
SEX OFFENSES		
1505	Prostitution	38-11-14
1510	Soliciting for a Prostitute	38-11-15
1515	Pandering	38-11-16
1520	Keeping a Place of Prostitution	38-11-17
1525	Patronizing a Prostitute	38-11-18
1530	Pimping	38-11-19
1535	Obscenity	38-11-20
1540	Harmful Material	38-11-21
1542	Tie-in Sales of Obscene Pub. to Distrib.	38-11-22
1545	Exploitation of a Child	38-11-19.2
1562	Aggravated Criminal Sexual Abuse	38-12-16
1563	Criminal Sexual Abuse	38-12-15
1565	Indecent Solicitation of a Child	38-11-6
1570	Public Indecency	38-11-9
1580	Sexual Relations within Families	38-11-11
1582	Child Pornography	38-11-20.1
1585	All Other Sex Offenses	
1590	Attempt: Sex Offenses	38-8-4
GAMBLING		
1610	Bookmaking	38-28-1.1(b)
1620	Numbers, Lottery	38-28-1(a)7
1630	Keeping a Gambling Place	38-28-3
1640	Reg. of Fed. Gambling Stamps	38-28-4
1650	Card Game, Operating	38-28-1(a)3
1651	Card Game, Playing	38-28-1(a)1
1660	Dice Game, Operating	38-28-1(a)3
1661	Dice Game, Playing	38-28-1(a)1
1670	Gambling Device	38-28-1(a)3
1680	All Other Gambling Offenses	
OFFENSES INVOLVING CHILDREN		
1705	Protective Custody-Abused or Neglected Child	23-2055
1710	Endangering Life or Health	23-2354
1720	Contrib. to Delinq. of a Child	23-2361a
1730	Curfew	23-2371
1740	Runaway (Juvenile)	37-702-3
1750	Child Abuse	23-2051
1760	Paternity	40-1352
1770	Truancy	37-702-3
1780	All Other Offenses Involving Children	

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ILLINOIS UNIFORM CRIME REPORTING OFFENSE CODES (Continued)

<u>CODE</u>	<u>OFFENSE</u>	<u>STATUTE REFERENCE</u>
	CANNABIS CONTROL ACT	
1811	Poss. of 30 Grams or Less	56 1/2-704
1812	Poss. of Over 30 Grams	56 1/2-704
1821	Manuf., Del., or Possess w/Intent to Del. or Manuf. 10 Grams or Less	56 1/2-705
1822	Manuf., Del., or Possess w/Intent to Del. or Manuf. Over 10 Grams	56 1/2-705
1830	Casual Delivery	56 1/2-706
1840	Delivery to Persons Under 18	56 1/2-707
1850	Production of Cannabis Plant	56 1/2-708
1860	Calculated Cannabis Conspiracy	56 1/2-709
1880	All Other Cannabis Control Offenses	
1900	Intoxicating Compounds	38-81-1
	CONTROLLED SUBSTANCES ACT	
2010	Manuf., Del., or Possess w/Intent to Del. or Manuf. Cont. Substance	56 1/2-1401
2020	Possessing a Controlled Substance	56 1/2-1402
2030	Look-alike Subs. Manuf., Del., or Poss.	56 1/2-1404
2040	Delivery or Poss. Intent to Del.	56 1/2-1401
2050	Criminal Drug Conspiracy	56 1/2-1405
2060	Licensed Operations	56 1/2-1302
2070	Delivery to Persons Under 18	56 1/2-1407
2080	Failure to Keep Records	56 1/2-1306
2090	All Other Controlled Substances Offenses	
	HYPODERMIC SYRINGES & NEEDLES ACT	
2110	Possession or Sale	38-22-50 & 51
2120	Failure to Keep Records	38-22-52
	LIQUOR CONTROL ACT VIOLATIONS	
2210	Sales to Minors, Drunkards, etc.	43-131-6-16
2220	Illegal Possession by Minor	43-134a-6-20
2230	Illegal Consumption by Minors	43-134a-6-20
2240	Misrepres. of Age by Minor	43-134a-6-20
2250	All Other Liquor Control Offenses	
	MOTOR VEHICLE OFFENSES	
2410	Driving Under the Infl. Alcohol	95 1/2-11-501
2420	Driving Under the Infl. Drugs	95 1/2-11-501
2430	Trans. of Alcoholic Liquor	95 1/2-11-502
2440	Reckless Driving	95 1/2-11-503
2445	Hit and Run	95 1/2-11-401
2450	Drag Racing	95 1/2-11-504
2455	No Registration	95 1/2-3-701
2460	Cancel. Susp. Revoked Registration	95 1/2-3-702
2465	Improper Use of Registration	95 1/2-3-703
2470	No Driver's License	95 1/2-6-101
2475	Motor Vehicle Anti-Theft Laws	95 1/2-4-102-105
2480	Suspended, Revoked Drivers License	95 1/2-6-303
2485	Driver and Passenger Safety Belts	95 1/2-12-603.1
2490	Unlawful Use of Drivers License	95 1/2-6-301
2495	Flee or Attempt to Elude Police Officer	95 1/2-11-204
	ABORTION	
2500	Criminal Abortion	38-81-26

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UNIFORM CRIME REPORTS (24)

ILLINOIS UNIFORM CRIME REPORTING OFFENSE CODES (Continued)

<u>CODE</u>	<u>OFFENSE</u>	<u>STATUTE REFERENCE</u>
	DISORDERLY CONDUCT	
2805	Vagrancy (Local Laws)	
2807	Drunkenness (Local Laws)	
2810	Prowler	38-26-1(a)(1)
2820	Telephone Threat	38-26-1(a)(1)
2825	Harassment by Telephone	134-16.4-1
2830	Obscene Phone Calls	134-16.4
2840	False Fire Alarm	38-26-1(a)(2)
2850	Bomb Threat	38-26-1(a)(3)
2860	False Police Report	38-26-1(a)(4)
2870	Peeping Tom	38-26-1(a)(5)
2880	Confinement to Prevent a Crime	38-200-1
2890	All Other Disorderly Conduct Offenses (Not Drunkenness)	38-26-1(a)(1)
2900	Air Rifles	38-82-1
3000	Fireworks	127 1/2-128
3100	Mob Action & Related Offenses	38-25-1
3200	Armed Violence	38-33A-2
3300	Public Demonstration	38-85-1
3400	Looting	38-42-1
3500	Property Forfeitt. (Public Nuis.)	38-37-1
	INTERFERENCE WITH PUBLIC OFFICERS	
3710	Resist, Obstruct, Disarm an Officer	38-31-1 & 1a
3720	Refusing to Aid an Officer	38-31-8
3730	Obstructing Justice	38-31-4
3740	Concealing or Aiding a Fugitive	38-31-5
3750	Escape	38-31-6
3760	Aiding Escape	38-31-7
3770	Bringing Contraband into a Penal Institution	38-31A-1 & 1.1
3800	Interfer. with Judicial Procedure	38-32
3810	Contempt of Court	38-1-3
3820	Perjury	38-32-2
3910	Bribery	38-29 & 29A & 33-1 & 2
3920	Official Misconduct	38-33-3
3960	Intimidation (includes Ethnic)	38-12-6 & 7.1
3970	Extortion	Title 18 U.S. Code 875-876
	KIDNAPPING	
4210	Kidnapping	38-10-1
4220	Aggravated Kidnapping	38-10-2
4230	Unlawful Restraint (includes Aggrav.)	38-10-3 & 3.1
4240	Forcible Detention	38-10-4
4250	Child Abduction	38-10-5
4260	Aiding and Abetting Child Abduction	38-10-6
4270	Harboring a Runaway	38-10-6
	OTHER OFFENSES	
4310	Possession of Burglary Tools	38-19-2
4387	Viol. of Orders of Protection	38-111-8
4410	Draft Cards Destruction or Mutilation	38-90-11
4510	Probation Violation or Revocation	38-1005-6-4
4625	Parole Violation or Revocation	38-1003-3-9
4710	Suspicion	38-107-2
4720	AWOL and Desertion	ART. 85-U.C.M.J.
4730	Illegal Entry, Alien	Title 8 U.S. Code 1325
5000	Other Criminal Offenses	
5060	Other Traffic Offenses	
5080	Other Departmental Services	

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ILLINOIS UNIFORM CRIME REPORTING PLACE CODES

095	Airport	189	Drug Rehabilitation Halfway House
092	Alley	191	Drug Store - Chain
090	Apartment	190	Drug Store - Independent
093	Apartment - Common Area	192	Dry Cleaner
091	Apartment Storage Locker	209	Factory or Manufacturing Building
206	Athletic Club	211	Fairgrounds
100	Bank	201	Farm Building
103	Bar or Tavern	205	Farm House Residence
102	Barber Shop	213	Farm Implement and Supply Business
101	Bike Rack	204	Farm Land - Tilled
104	Boat	202	Farm Pasture
106	Boat Dock and Moorings	203	Farm Pen or Corral
107	Boat House	284	Federal Building
105	Boat Marina	264	Federal Park
109	Bowling Alley	212	Fire Station
132	Bridge	270	Forest Preserve
110	Building - Other	208	Fraternity/Sorority House
120	Bus	215	Garage - Automotive Repairs
130	Bus Garage	210	Garage - Residential
131	Bus Terminal	220	Gas Station
140	Business Place - Commercial (Other Than Those Listed)	222	Golf Course
272	Camping Grounds	223	Grain Elevator
145	Cemetery	225	Grocery or Food Store - Chain
150	Chain Store - Other (Except 100, 174, 191, 220, 225, 237, 239, 244, 282, 294, 302)	224	Grocery or Food Store - Independent
151	Church	230	Gym Locker (Includes School Locker)
152	Coal Mine	237	Hardware Store - Chain
160	Coin Operated Machine	236	Hardware Store - Independent
169	College or University (Grounds or Building - Except 170)	207	Health Center
170	College or University Residence Hall	238	Highway
094	Condominium	234	Historical Site
172	Construction Company	233	Hospital
171	Construction Site	088	Housing Project
175	Credit Union	226	Industrial Park
168	Currency Exchange	239	Jewelry Store
174	Department Store - Chain	241	Junk Yard/Salvage Yard
173	Department Store - Independent	273	Lake or Waterway
176	Driveway - Residential	247	Laundromat
		242	Law Enforcement Building
		245	Library
		244	Liquor Store - Chain
		243	Liquor Store - Independent

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UNIFORM CRIME REPORTS (24)

ILLINOIS UNIFORM CRIME REPORTING PLACE CODES (Continued)

286	Local Government Building	300	School
248	Locker Room	299	School Grounds
246	Lumber Yard	308	Shopping Mall
249	Mailbox	303	Sidewalk
250	Medical Office	302	Sporting Goods Store - Chain
232	Mental Health Institution	301	Sporting Goods Store - Independent
252	Mobile Home Park	305	Sports Arena or Stadium
251	Mobile Home - Permanent	285	State Building
260	Motel/Hotel	306	Storage Shed
263	Motorcycle Shop	304	Street
267	Movie House/Theater	307	Swimming Pool
280	New or Used Car Lots	309	Taxi
268	Nursing Home	312	Trailer (Truck or Tractor)
111	Office Building	320	Train (Except 321 or 322)
266	Oil Field	321	Train - CTA (Except 320 or 322)
330	Other Places Than Those Listed	316	Train Car
269	Park	322	Train - Commuter (Except 320 or 321)
274	Park Building	323	Train Depot - CTA
276	Park Road or Scenic Drive	324	Train Depot - Other
278	Parking Lot - Business	319	Train Right-of-Way (Tracks, Building, and Other Railroad Equipment)
277	Parking Lot - General Use	317	Train Yard
279	Parking Lot - Municipal	318	Train Yard Building
288	Penal Institution	325	Truck Stop
282	Pharmacy - Chain	326	Truck Terminal
281	Pharmacy - Independent	331	Unknown
289	Porch	200	Vacant Land
283	Public Building (Except 151, 242, 245, 274, 284, 285, 286)	253	Vacation/Camper Trailer
287	Public Facilities (Water or Sewage Treatment Plant, Wells, Water Towers, etc.)	315	Vehicle
275	Recreation or Picnic Area	327	Warehouse
290	Residence - Private	328	Warehouse Shipping Dock
291	Residence Yard	271	Wildlife Management Area
294	Restaurant - Chain	329	Wooded Area
293	Restaurant - Independent		
295	River Bank		
310	Roads - Toll		
311	Roads - Other		
297	Roller Skating or Ice Rink		
298	Savings and Loan Institution		

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UNIFORM CRIME REPORTS (24)

ILLINOIS UNIFORM CRIME REPORTING PROPERTY CODES

425	Aircraft (Each)	532	Computer Accessories (Each)
423	Ammunition, Handgun (Rounds)	520	Construction Equipment (Each)
422	Ammunition, Rifle (Rounds)	521	Construction Material (Each)
421	Ammunition, Shotgun (Rounds)	530	Consumables (Except 500, 542, 584, 585, 602, 680) (Each)
424	Ammunition, Other (Rounds)	497	Converter (TV, Radio, etc.) (Each)
439	Animals - Domestic (Each)	540	Copper Alloys (Pounds)
426	Antifreeze (Gallons)	542	Cosmetics (Each)
427	Antiques (Except 429, 552, 771) (Each)	541	Credit Cards (Each)
440	Appliance - Household (Except 590 or 645) (Each)	550	Currency (Except 491 or 492) (Use "1")
429	Art Objects (Except 427, 552, 771) (Each)	555	Door (Each)
751	Athletic Equipment (Except 580, 581, 582, 583) (Each)	557	Driver's License (Each)
460	Audio Visual Equipment (Each)	560	Drugs (Controlled Substances) (Ounces)
821	Auto (Each)	561	Drugs (Other Common Medicinals) (Ounces)
470	Auto Part & Accessory (Except 555, 679, 741, 745, 760, 770, 780, 790, 791, 810, 813, 814, 834) (Each)	823	Dune Buggy (Each)
471	Battery (Each)	703	Duplicating Equipment (Each)
480	Bicycle (Each)	568	Electronic Equipment (Each)
479	Bicycle Part (Each)	570	Explosives (Case)
481	Boat (Each)	567	Exterior of Building (Each)
482	Boat Outboard Motor (Each)	569	Exterior of House (Each)
483	Boat Trailer (Each)	571	Farm Equipment (Except 809 or 830) (Each)
484	Boating Accessories (Each)	830	Farm Tractor (Each)
485	Book (Each)	572	Fence (Each)
822	Bus (Each)	493	Fertilizers (Pounds)
702	Calculator & Adding Machine (Each)	579	Fire Extinguisher (Each)
490	Camera (Each)	610	Firearms - Handgun (Each)
581	Camping Equipment (Except 580, 582, 583, 751) (Each)	640	Firearms - Military (Each)
431	Cattle (Each)	620	Firearms - Rifle (Each)
553	Chainsaw (Each)	630	Firearms - Shotgun (Each)
492	Checks/Securities/Bonds, etc. (Negotiable) - Enter Actual Value Of Items Stolen (Each)	641	Firearms - Other (Each)
491	Checks/Securities/Bonds, etc. (Non-Negotiable) - Enter "0" In Value Stolen (Each)	580	Fishing Equipment (Except 581, 582, 583, 751) (Each)
500	Cigarettes, Cigars, & Other Tobacco (Packages)	575	Flatware (Each)
510	Clothing (Except 600) (Each)	584	Food - Meat (Pounds)
552	Coin Collectors Item (Each)	585	Food - Other (Except 584)
517	Coin Operated Machine (Except 518 or 820) (Each)	586	Food Stamps (Each)
518	Coin Operated Washing Machine (Each)	432	Fowl (Each)
519	Component, CB, AM/FM (Each)	590	Furnishing (Except 440, 575, 645, 741, 792) (Each)
531	Computer (Each)	600	Furs (Each)
		602	Gasoline (Gallons)
		643	Glass (Each)
		824	Golf Cart - Motorized (Each)
		652	Golf Clubs & Accessories (Each)
		601	Grain (Bushels)
		644	Grass & Sod (Square Yard)

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UNIFORM CRIME REPORTS (24)

ILLINOIS UNIFORM CRIME REPORTING PROPERTY CODES (Continued)

654	Grill - Charcoal/Gas (Each)	710	Photographic Equipment (Each)
522	Heavy Construction Equipment (Except 520 or 521) (Each)	711	Police Scanner (Each)
494	Herbicides (Gallons)	715	Power Tool - Shop (Each)
645	Household Wares (Except 440 or 590) (Each)	720	Precious Metals (Pounds)
582	Hunting Equipment (Except 580, 581, 583, 751) (Each)	730	Projector (Each)
647	Identification Items (Except 541 or 557) (Each)	707	Public Address System (Each)
649	Insect Killer (Electric) (Each)	740	Purse or Wallet (Each)
642	Interior of Building (Each)	712	Radar Detector (Each)
646	Interior of House (Each)	741	Radio (Each)
650	Jewelry (Each)	745	Radio, Two-Way Citizen's Band (Each)
653	Keys (Each)	742	Record/Record Album (Each)
651	Laboratory Equipment (Each)	744	Religious Item (Each)
672	Lawn Care Equipment (Except 660 or 670) (Each)	655	Safe (Each)
671	Lawn Furniture (Each)	433	Sheep (Each)
670	Lawn Mower - Manual (Each)	743	Shopping Cart (Each)
660	Lawn Mower - Powered (Each)	746	Snow Blower (Each)
679	License Plates (Each)	829	Snowmobile (Each)
680	Liquor (Alcoholic Beverages)	760	Speaker (Each)
681	Lottery Tickets (Each)	771	Stamps/Stamp Collection (Except 586) (Each)
682	Luggage (Each)	770	Stereo (Each)
690	Mailbox (Each)	752	Stereo Components (Except 760, 770, 780, 790) (Each)
692	Microwave Oven (Each)	753	Street/Traffic Signs (Each)
825	Mini-Bike (Each)	434	Swine (Each)
816	Moped (Each)	791	Tape (Each)
827	Motorcycle (Each)	780	Tape Deck (Each)
832	Motor Home (Self-Propelled) (Each)	790	Tape Recorder (Each)
826	Motor Scooter (Each)	794	Telephone (Each)
691	Musical Instrument (Each)	795	Telephone Booth/Public Telephone (Each)
563	Needles & Syringes (Each)	792	Television (Each)
837	None (Use "1")	809	Tiller (Each)
695	Oil Well Equipment (Each)	810	Tire (Each)
435	Other Animal/Livestock (Each)	800	Tools (Each)
496	Other Chemicals (Gallons)	796	Toys (Each)
833	Other Motor Vehicles (Each)	802	Traffic Standard (Each)
704	Other Office Equipment (Each)	828	Trail Bike (Each)
835	Other Property/Commodities Than Those Listed (Each)	801	Trailer (Each)
583	Other Sporting Equipment (Each)	811	Tree, Shrubbery, Flower (Each)
708	Paint (Gallons)	831	Truck (Each)
709	Paneling (Sheet)	701	Typewriter (Each)
706	Parking Meters (Each)	836	Unknown (Use "1")
495	Pesticides (Gallons)	812	Utility Pole (Each)
603	Petroleum Products (Except 602) (Gallons)	820	Vending Machine (Each)
		818	Video Accessories (Each)
		817	Video Equipment (Except 818) (Each)
		814	Wheel Cover (Each)
		834	Window (Each)
		813	Windshield (Each)

FIREARM OWNERS
(FOID)

FIREARM OWNERS
(FOID)

Chapter 25

F I R E A R M O W N E R ' S I D E N T I F I C A T I O N

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I. INTRODUCTION

A. PURPOSE

The Illinois State Police is the administrator of the Firearm Owner's Identification (FOID) Act (Illinois Revised Statutes, chapter 38, paragraph 83) which was enacted to provide a means for identification and registration of those individuals who are eligible to purchase or possess firearms and firearm ammunition in Illinois. Each FOID applicant is required to submit a completed FOID application which contains responses to questions relating to the following eligibility requirements:

1. Applicant is 21 years of age or over, or if the applicant is under 21 years of age that he/she has the written consent of his/her parent or legal guardian to possess and acquire firearms and firearm ammunition and that the applicant has never been convicted of a misdemeanor other than a traffic offense or adjudged delinquent, provided, however, that such parent or legal guardian is not an individual prohibited from having a Firearm Owner's Identification card and files an affidavit with the department as prescribed by the department stating that the parent is not an individual prohibited from having a card;
2. Applicant has not been convicted of a felony under the laws of this or any other jurisdiction;
3. Applicant is not addicted to narcotics;
4. Applicant has not been a patient in a mental institution within the past 5 years;
5. Applicant is not mentally retarded; and
6. Applicant has not intentionally made a false statement on the FOID application.

B. COMPUTERIZED FOID FILE CONTENT

Currently, the FOID computerized file contains over one million records. The FOID computerized system contains certain data that is only accessible by FOID Program personnel for administering the FOID Act. For example, the FOID computerized system is utilized for generating FOID renewal notifications. FOID computerized records with a specific expiration date and an active status are selected for receiving a FOID renewal notification. The computerized records selected are flagged to indicate that a renewal notice was generated and the date of the renewal generation.

Such general data as the FOID applicant's name, date of birth, sex, address information and physical description are available when criminal justice agencies generate a FOID number or name inquiry via LEADS.

I. INTRODUCTION (Continued)

C. WHERE FOID APPLICATIONS ARE PROCESSED

Firearm Owner's Identification (FOID) applications are received, processed and maintained at the Bureau of Identification, Division of Forensic Sciences and Identification, Illinois State Police, 726 South College Street, Springfield, Illinois 62704.

When the FOID application is received with the required five dollar fee, the FOID Program personnel review the fee to determine if it is acceptable. The FOID fees are deposited. The FOID application is reviewed for completeness and accuracy and is processed by the date of receipt.

The FOID applicant's name, date of birth, sex, address information and physical description are entered into the FOID computerized system. The name, sex and date of birth are automatically compared against various state and federal investigative files to verify applicant eligibility. If there is a computerized match, the FOID Program personnel review the computer generated information to verify an actual match and to verify applicant's eligibility status.

If the applicant does not meet all of the eligibility requirements, the FOID Program personnel will deny issuance of the FOID card. The five dollar fee is vouchered for refund to the applicant. Correspondence is mailed to the applicant indicating the reason for the denial and the procedure for requesting an administrative hearing is given. If the denial is for a forcible felony conviction and 20 years have not passed since being released from a sentence of imprisonment or 20 years have not passed since being convicted and sentenced to probation, periodic imprisonment or conditional discharge, the applicant is not eligible for an administrative hearing.

If the FOID applicant meets all of the eligibility requirements, the FOID card is issued. The FOID card is valid for a five-year time period.

Once a month the department receives information from the Illinois Department of Mental Health and Developmental Disabilities, the Illinois Department of Corrections and the Illinois Computerized Criminal History System that is compared against the FOID computerized system. If there is a computerized match, the FOID Program personnel review the computer generated information to verify an actual match. If the computerized information is an actual match, the FOID Program personnel will complete transactions for revoking the FOID card.

Correspondence is mailed to the FOID cardholder indicating the reason for the revocation, requesting the return of the FOID card to the department and the procedure for requesting an administrative hearing is given. If the revocation is for a forcible felony conviction and 20 years have not passed since being released from a sentence of imprisonment or 20 years have not passed since being convicted and sentenced to probation, periodic imprisonment or conditional discharge, the FOID cardholder is not eligible for an administrative hearing.

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FIREARM OWNERS IDENTIFICATION (25)

I. INTRODUCTION (Continued)

D. HOW TO ORDER FOID APPLICATIONS

1. Law Enforcement agencies can order FOID applications by:
 - a. Sending a directed message to terminal KYW between the hours of 8:30 a.m. and 5 p.m., Monday through Friday; or
 - b. Telephone (217/782-5272) to request an order form.
2. An individual or an organization can obtain FOID applications by:
 - a. Mail using the address given below; or

Illinois State Police
FOID Program
726 South College
Springfield, Illinois 62704
 - b. Telephone (217/782-7980); or
 - c. In person.

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FIREARM OWNERS IDENTIFICATION (25)

II. HOW TO INQUIRE INTO/SEARCH THE FOID FILE

A. IDENTIFIERS -- You may inquire using the following identifiers:

NAM (Name)
SEX (Sex)
DOB (Date of Birth)

OR

FID (Firearm Owner's Identification Number)

B. ON-LINE INQUIRY MESSAGE KEYS

1. NAM, SEX, DOB -- If you use the identifiers NAM, SEX and DOB, you must use the message key FZF.

EXAMPLE: FZF.NAM/REED,KATHY D.SEX/F.DOB/040859.

2. FOID Number -- If you inquire using a FOID Number, you must use the message key FZF.

EXAMPLE: FZF.FID/123456.

3. FOID Inquiry Format -- To call the FOID inquiry format, use "LFR.FZF.". This format is used to make either a FOID Number or a Name, Sex, Date of Birth Inquiry.

EXAMPLE: M/ _____.

FZINQ.	FOID INQUIRY FORMAT	
NAM/	REED,KATHY D	SEX/ <u>F</u>
DOB/	<u>040859</u>	FID/ _____

II. HOW TO INQUIRE INTO/SEARCH THE FOID FILE (Continued)

C. NOTIFYING FOID PROGRAM PERSONNEL ABOUT LOST OR STOLEN FOID CARDS

When your agency is notified by a FOID cardholder that the individual's FOID card has been stolen or lost, please send a directed message to KYW with the following information:

FOID Cardholder's Name
Date of Birth
FOID Card Number
Whether card was lost or stolen

FOID Program personnel will complete proper transactions to update the FOID computerized record by indicating that it is "LOST ID" or "STOLEN ID".

D. ADDITIONAL INQUIRY INFORMATION

1. The NAM Field has only 25 positions. If a person's full name exceeds 25 positions, use the last name and the first name initial.
2. If an inquiry cannot be formatted by using NAM, SEX and DOB or the FID Number, or if you have any questions about your FOID inquiry response, please send a directed message to terminal KYW during Monday through Friday from 8:30 a.m. to 5:00 p.m. or call FOID Program personnel at 217/782-7980.

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FIREARM OWNERS IDENTIFICATION (25)

III. RESPONSE

You will receive either a positive or a negative response.

- A. POSITIVE RESPONSE -- A positive response from the computerized FOID File will be basically the information that appears on the face of the FOID card.

EXAMPLE: 1) 88.127 10.40.07
2) FOID RESPONSE
3) FID 99999999 EXPIRES 12/01/92
4) STATUS REGULAR
5) NAME SELLERS, MARK SEX MALE DOB 11/29/50
6) STREET ADDRESS 201 GLEN DR
7) CITY CHATHAM COUNTY SANG ZIP 62629
8) HEIGHT 602 WEIGHT 225 HAIR BRN EYES BRN
9) NO FORMER NAME

Line 1 indicates year, Julian date and time (hour, minutes, seconds) of the response.

Line 2 labels the response.

Line 3 indicates the FOID card number (FID 99999999) and the card expiration date (December 1, 1992).

Line 4 indicates the card status which will be one of the following:

<u>RESPONSE</u>	<u>DEFINITION</u>
REGULAR	This card is valid and active; therefore, the card is not expired, revoked, cancelled, lost or stolen.
REGULAR AND MODIFIED NAME FOR THAT DATE	This card is valid and active; therefore, the card is not expired, revoked, cancelled, lost or stolen. In addition, the cardholder has been identified by another name.
REGULAR AND MODIFIED DOB FOR THAT DATE	This card is valid and active; therefore, the card is not expired, revoked, cancelled, lost or stolen. In addition, the cardholder has been identified by another date of birth.
STOLEN ID	The department has been notified about this card being stolen.
LOST ID	The department has been notified about the card being lost.
CANCELLED	FOID Program personnel cancelled the FOID card due to card fee being returned by banking facility because of insufficient funds or closed account. Therefore, card is not valid.
REVOKED	The cardholder no longer meets eligibility requirements for possessing a FOID card as mandated by <u>Illinois Revised Statutes</u> , chapter 38, paragraph 83-8.

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FIREARM OWNERS IDENTIFICATION (25)

III.A. POSITIVE RESPONSE (Continued)

Line 5 indicates the cardholder's name (Mark Sellers), sex (male) and his date of birth (November 29, 1950).

Line 6 indicates the cardholder's street address (201 Glen Drive).

Line 7 indicates the cardholder's city (Chatham), county (Sangamon) and zip code (62629).

Line 8 indicates the cardholder's height (six feet, two inches), weight (two hundred twenty-five pounds), hair (brown) and eyes (brown).

Line 9 indicates that the cardholder has no former name or may indicate a modified name or date of birth.

III. RESPONSE (Continued)

B. NEGATIVE RESPONSES

The following responses may be received based on a NAM, SEX, DOB Inquiry:

		<u>EXPLANATION</u>
FID03	NO RECORD NAME	No record on file based on NAM, SEX, DOB.
FID03	REJ NAME	Invalid NAM Field contents.
FID04	NO ACTIVE RECORD	A FOID record on file matches the NAM, SEX, DOB used in inquiry, but the record is not active. (May be expired, revoked, cancelled card or card not issued.)
FID04	REJ SEX	Invalid SEX Field contents.
FID05	REJ DOB	Invalid DOB Field contents.

The following responses may be received based on a FID # Inquiry:

		<u>EXPLANATION</u>
FID01	NO RECORD FOID	No record on file based on FID #.
FID02	NO ACTIVE RECORD	A FOID record on file matches the FID # used in inquiry, but the record is not active. (May be expired, revoked, cancelled card or card not issued.)
FID07	REJ FOID NUM	Invalid FID Field contents.

The following responses may be received based on a free-form NAM, SEX, DOB or FOID # Inquiry:

		<u>EXPLANATION</u>
FID01	REJ INVALID MESSAGE FORMAT	FID # or NAM, SEX, DOB format does not match inquiry format.
FID02	REJ INVALID MESSAGE KEY	Wrong message key used in inquiry.

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FIREARM OWNERS IDENTIFICATION (25)

III.B. NEGATIVE RESPONSES (Continued)

RESPONSE EXAMPLE

- 1) 88.180 08.10.19
- 2) RKYWFID01 NO RECORD FOID 12345678

Line 1 indicates the year, Julian date and time (hour, minutes, seconds) of the response.

Line 2 indicates "R" for reject, the CDC (KYW) of the inquiring agency, and the coded FOID reject message that there is no record based on the FID # used in the inquiry.

NOTE: If further information is needed, you should send a directed message to terminal KYW during Monday through Friday from 8:30 a.m. to 5:00 p.m.

IV. ILLINOIS FIREARM OWNER'S IDENTIFICATION LAW

A. FIREARM DEFINITION

The Firearm Owner's Identification Act (Illinois Revised Statutes, chapter 38, paragraph 83-1.1) defines a firearm as "any device, by whatever name known, which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas or escape of gas; excluding, however:

1. any pneumatic gun, spring gun, or B-B gun which expels a single globular projectile not exceeding .18 inch in diameter;
2. any device used exclusively for signalling or safety and required or recommended by the United States Coast Guard or the Interstate Commerce Commission; or
3. any device used exclusively for the firing of stud cartridges, explosive rivets or similar industrial ammunition;
4. an antique firearm (other than a machine gun) which, although designed as a weapon, the Department of State Police finds by reason of the date of its manufacture, value, design and other characteristics is primarily a collector's item and is not likely to be used as a weapon."

B. FIREARM AMMUNITION

The Firearm Owner's Identification Act (Illinois Revised Statutes, chapter 38, paragraph 83-1.1) defines firearms ammunition as: "any self-contained cartridge or shotgun shell, by whatever name known, which is designed to be used or adaptable to use in a firearm; excluding, however:

1. any ammunition exclusively designed for use with a device used exclusively for signalling or safety and required or recommended by the United States Coast Guard or the Interstate Commerce Commission; or
2. any ammunition designed exclusively for use with a stud or rivet driver or other similar industrial ammunition."

IV. ILLINOIS FIREARM OWNER'S IDENTIFICATION LAW (Continued)

C. FOID ACT EXEMPTIONS

The Illinois Firearm Owner's Identification Act (Illinois Revised Statutes, chapter 38, paragraph 83-2) states the following:

- "1. No person may acquire or possess any firearm or any firearm ammunition within this State without having in his possession a Firearm Owner's Identification Card previously issued in his name by the Department of State Police under the provisions of this Act.
2. The provisions of this Section regarding the possession of firearms and firearm ammunition do not apply to:
 - a. United States Marshals, while engaged in the operation of their official duties;
 - b. Members of the Armed Forces of the United States or the National Guard, while engaged in the operation of their official duties;
 - c. Federal officials required to carry firearms, while engaged in the operation of their official duties;
 - d. Members of bona fide veterans organizations which receive firearms directly from the armed forces of the United States, while using such firearms for ceremonial purposes with blank ammunition;
 - e. Nonresident hunters during hunting season, with valid nonresident hunting licenses and while in an area where hunting is permitted; however, at all other times and in all other places such persons must have their firearms unloaded and enclosed in a case;
 - f. Those hunters exempt from obtaining a hunting license who are required to submit their Firearm Owner's Identification Card when hunting on Department of Conservation owned or managed sites;
 - g. Nonresidents while on a firing or shooting range recognized by the Department of State Police; however, such persons must at all other times and in all other places have their firearms unloaded and enclosed in a case;
 - h. Nonresidents, while at a firearm showing or display recognized by the Department of State Police; however, at all other times and in all other places such persons must have their firearms unloaded and enclosed in a case;

IV.C. FOID ACT EXEMPTIONS (Continued)

- i. Nonresidents, whose firearms are unloaded and enclosed in a case;
 - j. Nonresidents, who are currently licensed or registered to possess a firearm in their resident state;
 - k. Unemancipated minors while in the custody and immediate control of their parent or legal guardian or other person in loco parentis to such minor if such parent or legal guardian or other person in loco parentis to such minor has a currently valid Firearm Owner's Identification Card; and
 - l. Color guards of bona fide veterans organizations or members of bona fide American Legion bands while using firearms for ceremonial purposes with blank ammunition.
3. The provisions of this Section regarding the acquisition and possession of firearms and firearm ammunition do not apply to law enforcement officials of this or any other jurisdiction, while engaged in the operation of their official duties."

D. RELIEF FROM DISABILITIES IMPOSED BY THE FOID ACT

Administrative hearings are required for all individuals seeking relief from the disabilities imposed by the FOID Act. Administrative hearings which require a personal appearance must be conducted before the Illinois State Police will reconsider a revocation or denial action. Administrative hearings are conducted in Joliet or Springfield, by appointment, and require a personal appearance. An individual's eligibility cannot be restored unless relief is granted through the administrative hearing process. The following are eligible for an administrative hearing:

1. Any person who has been convicted of a felony, other than a forcible felony, or who has been convicted of a forcible felony **if** 20 years have passed since being released from a sentence of imprisonment or 20 years have passed since the individual was sentenced to probation, periodic imprisonment, or conditional discharge;
2. Any person who is addicted to narcotics;
3. Any person who is mentally retarded;
4. Any person who has been a patient in a mental institution within the past five years;
5. Any person under 21 years of age who has been convicted of a non-traffic misdemeanor or has been adjudged delinquent;
6. Sponsor for any person under 21 years of age who is ineligible to obtain a FOID registration.

No avenue of appeal is available to an individual who has been convicted of a forcible felony if 20 years have **not** passed since being released from a sentence of imprisonment or 20 years have **not** passed since being convicted and sentenced to probation, periodic imprisonment or conditional discharge.

IV. ILLINOIS FIREARM OWNER'S IDENTIFICATION LAW (Continued)

E. FOID CARD FOR ILLINOIS FIREARM DEALERS

Within the State of Illinois, no person may acquire or possess any firearm or firearm ammunition without having in their possession a FOID card issued in their name by the Illinois State Police. As such, the Illinois State Police issues FOID cards to individuals after determining the eligibility of each applicant. The FOID Act pertains to individual eligibility and does not provide for the issuance of dealer licenses. Furthermore, the FOID Act does not exempt federally licensed dealers from the provisions of the Act.

F. QUESTIONS AND ANSWERS ABOUT ILLINOIS FIREARM OWNER'S IDENTIFICATION

What is the Firearm Owner's Identification Law?

The Firearm Owner's Identification (FOID) law is a registration procedure whereby Illinois residents meeting minimum qualifications are issued identification cards which authorize them to own, acquire, possess or handle firearms and/or firearm ammunition within the state. The law requires registration of persons rather than guns.

Who must have a Firearm Owner's Identification Card?

Any adult resident of Illinois who acquires, possesses or handles firearms or firearm ammunition within the state must have in their possession a valid FOID card issued in his/her name by the Illinois State Police. It is not necessary for the applicant to own a gun to be registered. Since it is an Illinois law, it is not applicable to nonresidents.

What is the law as it pertains to minors?

A person under 21 years of age can apply for his/her own FOID card if he/she has the written consent of his/her parent or legal guardian and if he/she has never been convicted of a felony or a misdemeanor other than a traffic offense or adjudged delinquent. The law requires that the parent or legal guardian giving consent must be an individual not prohibited from holding a FOID card. However, a minor need not possess a FOID card when using firearms or ammunition if he/she is in the company of a parent, legal guardian or any adult who has a currently valid card.

What happens to the \$5 collected as a registration fee?

The \$5 fee is the statutory fee set by the 75th General Assembly and it covers registration for five years. Three (\$3) dollars of this fee is allocated to the Wildlife and Fish Fund of the Department of Conservation for use in funding programs of interest to Illinois sportsmen, one (\$1) dollar is deposited in the General Revenue Fund in the State Treasury and one (\$1) dollar is deposited in the Firearm Owner's Notification Fund.

IV.F. QUESTIONS AND ANSWERS ABOUT ILLINOIS FIREARM OWNER'S IDENTIFICATION (Cont'd)

If a person inherits a firearm, does he/she need a FOID Card and is there a penalty for making application?

Yes, you need a FOID card if you wish to retain possession of the firearm(s), and there is no penalty for making application. The law specifically allows the new owner(s) of firearms obtained through estate matters 60 days to either make application for Firearm Owner's Identification card or to dispose of or transfer the firearm(s).

After making application, how long before a person can expect to receive his/her FOID Card.

The law allows the Illinois State Police 30 days to either issue or deny an application for a FOID card. During that period, the qualifications of applicants are checked through data processing techniques against available records to determine if they are qualified for registration. If there is reason to believe the applicant has falsified his/her application, the department will order a further investigation by state or local law enforcement officials. The department has authority to deny a registration for cause.

Is anyone excluded from provisions of this law?

The provisions of the FOID law regarding the possession of firearms and firearm ammunition do not apply to United States Marshals, members of the Armed Forces of the United States or the National Guard and all law enforcement officials required to carry firearms while engaged in the operation of their official duties.

Can a nonresident of Illinois hunt and use firearms in Illinois without an Identification Card?

Yes, provided (1) he/she has a nonresident Illinois hunting license; (2) he/she is in an area where hunting is permitted; and (3) it is during hunting season. A nonresident may also participate in firearm displays, showings or firings at a shooting range. At all other times, however, the nonresident's guns must be unloaded, enclosed in a case or be in an inoperable condition.

Can a person pick up his/her FOID card over the counter like he/she does automobile license plates?

No. The process of checking qualifications of applicants for registration requires time. Temporary permits are not issued and cancelled checks, cash or money order receipts are not legal substitutes for FOID cards.

IV.F. QUESTIONS AND ANSWERS ABOUT ILLINOIS FIREARM OWNER'S IDENTIFICATION (Cont'd)

What procedures does a person follow to replace a lost or stolen identification card?

When an individual wants to replace a lost or stolen identification card, he/she must submit a new application, recent photo and \$5.00 fee, by check or money order. A fee is not required for a stolen card if a copy of the police officer's report, specifically stating stolen or theft, accompanies the application and photo and the stolen card indicated an expiration date of six months or more.

What is required to make application for a FOID card?

Application forms are available from sporting goods stores, city and county official's offices, the Illinois State Police and other law enforcement agencies. The application must be completed in accordance with instructions printed on the form and submitted with a recent head and shoulders photograph (1" x 1½") and a \$5 check or money order.

Are there other firearm control regulations applicable to Illinois residents?

Yes. In addition to the FOID Act, the Federal Gun Control Act of 1968 and the sections of the Illinois Criminal Code pertaining to unlawful sale, unlawful use and unlawful ammunition are applicable. Besides these, some local governmental units have passed regulations to supplement these controls.

What is the penalty for violation of the Firearm Owner's Identification Law?

Persons held in violation of any provision of the FOID Act are subject to a fine not to exceed \$1,000 or imprisonment in a penal institution other than a penitentiary not to exceed one year, or both. Persons obtaining identification cards by falsifying information recorded on applications submitted under notary oath are subject to prosecution for perjury. Persons guilty of fraud when they create, change, deface or alter FOID cards can be prosecuted for forgery under Illinois law. Enforcement of this Act, like all Illinois laws, is the responsibility of local law enforcement officials.

Can a nonresident purchase firearm ammunition or a firearm in Illinois without a FOID card?

Illinois Revised Statutes, chapter 38, paragraph 83-3a, allows any resident of Iowa, Missouri, Indiana, Wisconsin or Kentucky, who is 18 years of age or older and who is not prohibited by the laws of Illinois, the state of his/her domicile, or the United States, from obtaining, possessing or using a firearm, to purchase or obtain a rifle, shotgun or ammunition for a rifle or shotgun in Illinois. This law applies only to the five states listed.

IV.F. QUESTIONS AND ANSWERS ABOUT ILLINOIS FIREARM OWNER'S IDENTIFICATION (Cont'd)

Can an Illinois resident purchase a firearm or firearm ammunition in another state?

Illinois Revised Statutes, chapter 38, paragraph 83-3a, allows any resident of Illinois who has obtained a Firearm Owner's Identification card pursuant to the FOID Act and who is not otherwise prohibited from obtaining, possessing or using a firearm, to purchase or obtain a rifle or shotgun or ammunition for a rifle or shotgun in Iowa, Missouri, Indiana, Wisconsin or Kentucky. Again, this law applies only to the five states listed.

Can a person give, trade or sell his firearms to a relative, friend or neighbor?

Yes, providing both parties, if residents of Illinois, have valid FOID cards and that the person making the transfer keeps a record for ten years. Such record must list: (1) date; (2) name and address of person to whom transferred; (3) description and serial number of firearm; and (4) the FOID card number of the person receiving the firearm. In any sale or transfer of a firearm, the proper waiting period must be observed (long gun-24 hour waiting period; concealable weapon-72 hour waiting period).

Must an individual owning only antique firearms have a FOID card?

Persons owning only antique firearms are exempt from the provisions of the FOID law. An antique firearm is defined as a weapon which, by reason of date of manufacture (prior to 1899), value, design and other characteristics, is primarily a collectors' item and is not likely to be used as a weapon. Therefore, a person owning only an antique firearm is not required to be registered under this law.

Must an individual have a FOID card to purchase a muzzle loading weapon or a replica kit?

Yes. These weapons are not considered antique firearms and a FOID card is required to possess or acquire them.

Does the FOID card give the owner permission to carry a concealed weapon?

Definitely not! The FOID card states: "CAUTION: This card does not permit bearer to unlawfully carry or use firearms." Carrying a concealed weapon is unlawful in Illinois and the State does not issue such permits. Only persons exempted by state laws are allowed to carry concealed weapons.

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501 Armory Building • Springfield, IL 62706

FIREARM OWNERS IDENTIFICATION (25)

IV.F. QUESTIONS AND ANSWERS ABOUT ILLINOIS FIREARM OWNER'S IDENTIFICATION (Cont'd)

Do military personnel whose permanent duty station (PDS) or temporary duty station (TDS) assignment is within Illinois need a FOID card?

Military personnel in active service, with permanent duty station (PDS) in Illinois, are considered residents of the State under this law. They must have a FOID card if they wish to acquire, possess or handle firearms or firearm ammunition within the State when off duty or away from their base. Persons on temporary duty station (TDS) assignment in Illinois are not Illinois residents and therefore exempt from the provisions of the law since they are considered nonresidents.

NOTE: If you have any further questions, send a directed message to terminal KYW during Monday through Friday from 8:30 a.m. to 5:00 p.m., or telephone (217) 782-3310.

The Firearm Owner's Identification Act is found in the Illinois Revised Statutes, Chapter 38, paragraph 83.

V. CERTIFYING STATEMENT FOR LAW ENFORCEMENT OFFICIALS

A. DEFINITION OF CERTIFYING STATEMENT

As of January 1, 1984, law enforcement officials became exempt from the provisions of the Firearm Owner's Identification (FOID) Act while engaged in the operation of their official duties. Therefore, law enforcement officials are no longer required to possess a FOID card as a prerequisite to acquiring firearms or firearm ammunition for duty use. Law enforcement officials attempting to acquire either a firearm or firearm ammunition for duty use must present a Certifying Statement signed by the employing agency's chief administrator (or designee). The Certifying Statement verifies the employment status of the law enforcement official, the type of weapon or ammunition to be purchased and that the firearm/ammunition identified within is intended for duty use by the acquiring officer. A copy of the Certifying Statement should be retained by the firearm dealer as verification of the exempted status of the law enforcement official. The Certifying Statement also serves as justification for waiving the withholding period pursuant to Illinois Revised Statutes, chapter 38, paragraph 24-3(g). The guidelines for the use of the certifying statement are set forth within the Administrative Rules, State of Illinois, chapter II, section 1230, exhibit B.

B. DEFINITION OF LAW ENFORCEMENT OFFICIAL

A Law Enforcement Official or Peace Officer is defined as any person who by virtue of his office or public employment is vested by law with a duty to maintain public order or to make arrests for offenses whether that duty extends to all offenses or is limited to specific offenses. Persons who are employed as bank guards, security guards, private detectives, armed truck guards or other similar employment are not classified as law enforcement officials or peace officers.

C. PRIVATE POSSESSION OR ACQUISITION BY LAW ENFORCEMENT OFFICIALS

The provisions of the FOID Act pertain to all individuals, including law enforcement officials, concerning the personal or private possession or acquisition of firearms or firearm ammunition. Law enforcement officials are required to possess a FOID card for the personal possession or acquisition of a firearm or firearm ammunition. The withholding period is not waived for personal acquisition of firearm or firearm ammunition.

V. CERTIFYING STATEMENT FOR LAW ENFORCEMENT OFFICIALS (Continued)

D. ACQUISITION OF FIREARMS BY BANK GUARDS OR OTHER SIMILAR EMPLOYMENT

All provisions of the FOID Act pertain to bank guards, armed truck guards, or other individuals promoting the public interest in other similar types of employment. Therefore, a valid FOID card is required for the purchase or possession of firearms or firearm ammunition by the aforementioned individuals. However, the withholding period may be waived for the above named individuals pursuant to Illinois Revised Statutes, chapter 38, paragraph 24-3(g). In order to ensure transactions are completed with qualified individuals, the department recommends that all dealers request a statement signed by the employing agency's chief administrator (or designee) verifying the employment status of the purchaser. The statement is proof that the purchase of the firearm is incident to the individual's employment thus qualifying for the waiver of the withholding period. It is also recommended that a copy of the statement be retained by the dealer as justification for waiving the withholding period. It should be clearly understood that requesting such a statement is only a recommendation and is intended as a safeguard for firearm dealers.

Please refer to the following page for a copy of the "Certifying Statement Form", which you may reproduce.

CERTIFYING STATEMENT FORM

I hereby solemnly swear (sincerely affirm) that I am not a person prohibited from possessing firearms or firearms ammunition, pursuant to Illinois Revised Statutes, chapter 38, paragraph 24, and that I have not been a patient in a mental hospital within the past five years. I declare under penalty of perjury that the information contained in this statement is true and accurate.

Acquiring Officer's Signature

I certify that _____,
Officer's Name Star, badge, or other numeric identifier

is currently employed as a peace officer with the _____
Name of Agency

The firearm or ammunition described herein is intended for use by the acquiring officer while engaged in the performance of his/her official duties.

This certification is valid for 60 days from the date of issuance.

Description of Firearm

Caliber/Gauge	Manufacturer	Model	Barrel Length Inches	Handgun: <input type="radio"/> Autoloading <input type="radio"/> Revolver	Other
---------------	--------------	-------	-------------------------	--	-------

Description of Ammunition

Caliber	Grain	Other/Comments
---------	-------	----------------

.....
Signature of Chief Administrator or Designee

.....
Title/Rank Date

(See other side for explanation about Certifying Statement.)

- 1) The guidelines for the use of the Certifying Statement are set forth in the Administrative Rules, State of Illinois, chapter II, section 1230, exhibit B.
- 2) As of January 1, 1984, law enforcement officials became exempt from the provisions of the Firearm Owner's Identification (FOID) Act while engaged in the operation of their official duties. Therefore, law enforcement officials are no longer required to possess a FOID card as a prerequisite to acquiring firearms or firearm ammunition for duty use.
- 3) Law enforcement officials attempting to acquire either a firearm or firearm ammunition for duty use must present a Certifying Statement signed by the employing agency's chief administrator (or designee). The Certifying Statement verifies the employment status of the law enforcement official, the type of weapon or ammunition to be purchased and that the firearm/ammunition identified within is intended for duty use by the acquiring officer. A copy of the Certifying Statement should be retained by the firearm dealer as verification of the exempted status of the law enforcement official. The Certifying Statement also serves as justification for waiving the withholding period pursuant to Illinois Revised Statutes, chapter 38, paragraph 24-3(g).
- 4) At the time of acquisition of a firearm or firearm ammunition to be used by a law enforcement official in the performance of his official duties, the law enforcement official (purchaser) must present a signed statement from the agency's chief administrator (or designee) certifying the following:
 - a) Confirmation of the purchasing officer's employment;
 - b) Confirmation that the firearm(s) or firearm ammunition will be used in the performance of official duties pursuant to the Illinois Revised Statutes, chapter 38, paragraph 83-2(c);
 - c) Confirmation of the officer's eligibility to possess firearms and firearm ammunition in accordance with Illinois Revised Statutes, chapter 38, paragraph 24-3.1.
- 5) Any law enforcement official not qualified to possess firearms or firearm ammunition due to the provisions of Illinois Revised Statutes, chapter 38, paragraph 24-3.1, may seek relief from disabilities in accordance with Illinois Revised Statutes, chapter 38, paragraph 83-10. It should also be noted that the provisions of the FOID Act pertain to all individuals (including law enforcement officials) concerning the personal or private possession or acquisition of firearms or firearm ammunition. The exemption for law enforcement officials is limited to the acquisition and possession of firearms and firearm ammunition for duty use only.
- 6) All federally licensed firearm dealers are responsible for ensuring transactions are completed with qualified individuals. Firearm dealers should verify the purchaser's identity by inspection of the officer's credentials.
- 7) If you have any questions, please contact FOID Program personnel at 217/782-7980.

HIGHWAY CONDITIONS
(HWY)

LIQUOR LICENSES
(SALOON)

LIQUOR LICENSES
(SALOON)

Chapter 27

SALOON

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I. INTRODUCTION

A. DEFINITION

The State Alcohol License Operational On-Line Network (SALOON) is a computerized file of state alcohol licenses maintained by the Illinois Liquor Control Commission. Free-form inquiries may be made into the file to obtain the status of the license (active, suspended, etc.) and basically the same information that is required on a Liquor License Application. The liquor license application contains location, establishment name and type (retail, wholesale), landlord name, etc. The license number, date of issuance, and date of expiration will also be present. Data related to the local license includes the local license number, name of the issuing locality, and the issuance and expiration dates. Inquiries can be made by state license number, address, location, and on an individuals name, sex, date of birth, and social security number to obtain a list of up to 20 Alcohol License numbers on which they are listed as an owner, stockholder, partner, or corporate officer. Capabilities provided in the SALOON file include inquiries to obtain a list of all names associated with a specific license, and to obtain comments, action explanations, and additional names and other data.

B. PURPOSE

The SALOON file is available for inquiry to Illinois law enforcement agencies for investigative purposes. Agencies may inquire into SALOON during the course of an investigation of persons and/or a related liquor establishment. Inquiries may be made to determine if an establishment is operating without a current license, to what degree a person is connected to a specific business, etc.

C. DISSEMINATION RESTRICTIONS

As stated in LEADS Rules and Regulations, Liquor license data and data on licensed establishments and/or owners obtained from LEADS/SALOON may be used for criminal justice purposes only. Data received from the SALOON file must not be provided to non-criminal justice agencies or individuals, nor used for non-criminal justice purposes. Requests made by non-criminal justice agencies or individuals should be referred directly to the Illinois Liquor Control Commission, 100 West Randolph, Suite 5-300, Chicago, IL, 60601; (312) 814-2206.

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II. INQUIRY INTO THE SALOON FILE

Inquiry into the SALOON file may be made with a variety of identifiers depending on what data is desired in the response. Below is a list of inquiry identifiers with what type of data will be returned in the response:

- Inquiry by Business Name -- provides state liquor license status and the license number.
- Inquiry by Business Address -- provides the name of the establishment at that address, the license status, and the license number.
- Inquiry by State Liquor License Number -- provides all data contained on the License Application (date of issuance and expiration, type of establishment, landlord name, tax number, local license number and locale, etc.) and the status of the State Alcohol License.
- Inquiry by Owner Name, Sex, DOB, and SOC -- provides up to 20 liquor license numbers and related business names that the person inquired upon has business interest in.
- Inquiry by License Number into the "Name" file -- provides a response listing all names (includes sex, DOB, and SOC) with business interest in the license inquired upon. The response also provides title (owner, president, etc.), and ownership percentage.

- A. BUSINESS NAME INQUIRY -- An inquiry by business name to obtain the license #, address, and license status must include the city or county the establishment resides in as a second identifier. The response to this inquiry will return up to 20 liquor establishments located in the city or county identified in the inquiry with that particular business name. This inquiry may be used to obtain the license number of an establishment from which you may generate an inquiry by number to obtain complete details about the license for that business. Follow the steps outlined below to construct an inquiry by business name.

1. Message Key: SQB.
2. Business Name: must be preceded with field code NAM/ . The business name may not exceed 30 characters.
3. City: must be preceded with field code CIT/ . The city may not exceed 18 characters.
4. County: must be preceded with field code CTY/ . Must be a valid county code (see page SAL-17 for a listing of county codes).

NOTE: The city or county must be used as a second identifier, both may not be used simultaneously.

II.A. BUSINESS NAME INQUIRY (Continued)

5. Sample Inquiries:

SQB.NAM/JONES PUB.CIT/STAGGERSTOWN.

SQB.NAM/LOON SALOON.CTY/COOK.

6. Response Interpretation -- A business name inquiry will generate one of the following responses:

a. Positive Response:

```
1)  SQB.NAM/LOON SALOON                               .CIT/MARGARITAVILLE
2)  LICENSE # PREMISE ADDRESS----- STATUS-----
3)  93015341  12203 SHORT AVE                          ACTIVE
```

Line 1) repeats the message key, business name, and city or county used in the inquiry.

Line 2) contains the "headers" for the data contained on line 3).

Line 3) contains the State License number, the physical address of the establishment, and the status of the license (see SAL-12 for a listing of status' that may be contained in a response.)

b. Negative Response:

```
1)  SQB.NAM/LOON SALOON.                               CIT/MARGARITAVILLE
2)  SALOON - NO REC BUS NAME LOON SALOON                .
```

Line 1) repeats the message key, business name, and city used for inquiry.

Line 2) indicates no record for that business, in the city/county indicated was found in the SALOON files.

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II. INQUIRY INTO THE SALOON FILE (Continued)

B. BUSINESS ADDRESS INQUIRY -- An inquiry by address to obtain the license number, business name, and license status of an establishment must include the city the business is located in. This inquiry may be used to obtain the license number with which you may generate an inquiry to provide complete details about the liquor license of a specific establishment. Address inquiries may require several inquiries to obtain a response; if using 100 Birch does not generate a response, you should re-inquire on 100 Birch Ave or 100 Birch St. Address information is entered into SALOON as it appears on the Liquor License application. Follow the steps outlined below to complete a business address inquiry.

1. Message Key: SQA.

2. Business Name: must be preceded with field code ADD/ . The address name must be 30 characters or less. (See page SAL-12.)

3. City: must be preceded with field code CIT/ . and may be no longer than 18 characters. A county field code and abbreviation may not be used with the address inquiry.

4. Sample Inquiry:

SQA.ADD/100 W RANDOLPH.CIT/WINDYCITY.

5. Response Interpretation:

a. Positive Response:

```
1) SQA.ADD/100 W RANDOLPH .CIT/WINDYCITY.
2) LICENSE # DBA NAME----- STATUS-----
3) 93013262 CHEERS ACTIVE
```

Line 1) repeats the message key, address, and city used for inquiry.

Line 2) contains the "headers" for Line 3). DBA stands for "doing business as".

Line 3) provides the License number, business name, and License status. (See page SAL-11 for a list of status' that may be present in a saloon response.)

b. Negative Response:

```
1) SQA.ADD/100 W RANDOLPH CIT/WINDYCITY .
2) SALOON - NO REC BUS ADDR 100 W RANDOLPH .
```

Line 1) repeats the message key, address, and city used for inquiry.

Line 2) indicates no record for that address, if the city indicated was found in the SALOON files.

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II. INQUIRY INTO THE SALOON FILE (Continued)

C. LIQUOR LICENSE NUMBER INQUIRY -- Inquiry by liquor license number generates a response that provides all of the information contained on the Liquor License Application. The application contains the type of establishment, type of company, local license number, dates, municipality, status, etc. Additionally, the response contains the state license number and dates of issuance and expiration. The necessary steps required to initiate a liquor license number inquiry follow.

1. Message Key: SQL.

2. License Number: must be preceded by field code LIC/.

3. Sample Inquiry: SQL.LIC/93017234.

4. Response Interpretation:

a. Positive Response:

```
1) SQL.LIC/93017234. CLASS RETAILER
2) DATE LIC ISSUED 081893 DATE LIC EXPIRES 081494 OFFICE S
3) APPL NAME TERRI'S WATERING HOLE OF MATTESON INC          I-P-C-C
4) STREET 5750 ABE ST
5) CITY    MATTESON                STATE IL ZIP 60443 COUNTY COOK
6) STREET 5750 ABE ST                PHONE 708/720-3825
7) CITY    MATTESON                STATE IL ZIP 60443 COUNTY COOK
8) DBA NAME TERRI'S WATERING HOLE
9) ASSUMED NAME: DATE FILLED          DATE OF FORMATION/INCorp 081488
10) FOREIGN CORP: STATE OF INCORP      DATE QUALIFIED
11) LOCAL LICENSE # 154          CCV NAME MATTESON
12) ..... DATE ISSUED 080193 DATE EXPIRES 081094
13) LANDLORD NAME ANNETTE VAN ITEN
14) STREET 6720 87TH ST
15) CITY    BURBANK                STATE IL ZIP 60454
16) FIRST STATE LIQ LICENSE DATE ISSUED 082488 DISPOSITION:G X D W
17) .....STREET SAME ADD                CITY MATTESON
18) .....DATE LIQ SALES BEGAN 082488
19) WAREHOUSE: STREET
20) .....: CITY                ZIP
21) ROT # 21205089 FED SPECIAL TAX #          DUP FEE 0000
22) DATE OF LAST VISIT          STATUS ACTIVE          EFF DATE          DUP DATE
23) PREVIOUS LIC # 92048762
24) Q17 N Q18 N Q20 N Q21 N Q22 N Q23 N Q24 N Q25 N Q26 N
```

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II.C.4. Response Interpretation (Continued)

- Line 1) repeats the message key and license number used for inquiry. Also provides the "class" of the business (see SAL-12 for a listing of classes that may appear in a response).
- Line 2) provides the dates of issuance and expiration for the state license. Also indicates which Liquor Control Commission office issued the license.
- Line 3) the license applicants name. At the far right are codes to indicate what type of applicant is listed; individual, partnership, or corporation. In this case, the applicant is a corporation as indicated by the last character on the line, a "C".
- Lines 4-5) provide the address of the premise.
- Lines 6-7) list the mailing address and telephone number for the business.
- Line 8) lists the name the company/individual is doing business as.
- Line 9) indicates what date the business assumed their name (can reflect a business name change). In the sample response, the date is listed as "date filed"; the date the business filed an application. Date of formation/incorporation is also provided.
- Line 10) indicates foreign or U.S. ownership.
- Line 11) provides the local license number and the name of the locality issuing the license (city, county, or village).
- Line 12) lists the dates of issuance and expiration of the local license.
- Lines 13-15) provide the landlord name and address (premise is leased from).
- Line 16) the date the first license was issued for that business. Also provides the disposition of that license (G D W). The sample reflects an "x" after the G to indicate "granted". An "x" would appear immediately after the D to indicate application was denied, or after the W if the application has been withdrawn.
- Line 17) lists the street and city from the first application. SAME ADD indicates there has been no change of address for that business since first application.
- Line 18) the date liquor sales began at that business.
- Lines 19-20) provide the address of any storage or warehouse facilities used by the business.

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II.C.4. Response Interpretation (Continued)

Line 21) provides the Department of Revenue Retailer Occupation Tax number. The Federal Special Tax number may also appear on this line. If a duplicate license was issued, the fee will be indicated.

Line 22) Date of Last Visit reflects the last date a Liquor License Agent visited the business. The middle of the line, "STATUS", provides the current status of the liquor license (see SAL-12 for a list of status' that may appear in a response). The effective date reflects the date a suspension, revocation, etc. takes place. The date a duplicate license was issued will also be provided if applicable.

Line 23) provides the license number previous to the current number.

Line 24) lists the responses to specific questions asked on the license application (see SAL-12).

b. Negative Response:

1) SQL.LIC/93017235.

2) REJ SALOON E07 - LIC # 93017235 IS NOT ON FILE.

Line 1) repeats the message key and license number used for inquiry.

Line 2) advises no record was found for that number.

D. OWNER NAME AND SOCIAL SECURITY INQUIRY -- Inquiries can also be made into SALOON using name, sex, and date of birth, or name, sex, date of birth, and social security number. The response includes up to a total of 20 license numbers the person inquired upon has business interest in, corresponding business names, and the status of each license in the response. This inquiry may be used to obtain a license number to generate an inquiry for a more complete response, or to obtain an immediate status for a specific establishment.

1. Message Key: SQO.

2. Name: NAM/Jetson,George. Last name, first name. Last name must not exceed 30 characters.

3. Sex: SEX/M. M=male, F=female.

4. DOB: DOB/081854.

5. Social Security Number: SSN/349566190. Is an optional field; inquiry may be made on NAM/SEX/DOB without the Social Security.

6. Sample Inquiries:

SQO.NAM/JETSON,GEORGE.SEX/M.DOB/081854.

SQO.NAM/JETSON,JANE.SEX/F.DOB/121354.SSN/329615920.

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II.D. OWNER NAME AND SOCIAL SECURITY INQUIRY (Continued)

7. Response Interpretation:

a. Positive Response:

1)	SQO.NAM/JETSON,GEORGE	.SEX/M.DOB/081854.
2)	LICENSE DBA NAME-----	CITY-----STAT EFFDAT
3)	91022280 SPACE CADET RESTAURANT	STARBURST DLNQ
4)	93005283 ELROYS AND ASTROS PUB	MARSTOWN ACT

Line 1) repeats the message key and identifiers used for inquiry.

Line 2) provides the "headers" for up to 20 lines containing license information.

Line 3) illustrates a sample "delinquent" license; one allowed to expire. License number, business name, city, and status are listed.

Line 4) illustrates an "active" license listing.

- b. More than 20 establishments on file: In the event an individual has an interest in more than 20 liquor establishments, the inquiring terminal will receive the following response in addition to the original response listing 20 licenses.

SALOON = INDIVIDUAL HAS ADDITIONAL BUSINESS INTERESTS.
REQUEST OFF-LINE SEARCH

An off-line search to obtain the additional information may be initiated by contacting the Illinois Liquor Control Commission Monday-Friday 0900-1600.

Springfield office: 217-782-2135
Chicago office: 312-814-2206

c. Negative Response:

1)	SQO.NAM/VAN ITEN, ANNETTE	.SEX/F.DOB/081860.
2)	SALOON - NO REC NAME VAN ITEN, ANNETTE	.

Line 1) repeats the message key and name, sex, date of birth used for inquiry.

Line 2) advises no record was found by that name in the SALOON files.

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II. INQUIRY INTO THE SALOON FILE (Continued)

E. NAMES FILE INQUIRIES -- Inquiries may be initiated to obtain a listing of all names associated with a specific license number. A total of 200 names can be retrieved on-line per license number. In addition to the names listed for that license number, is the corresponding sex, date of birth, social security number, title (president, secretary, etc.) and percentage of ownership. It may take several inquiries to "page through" a response containing the maximum on-line 200 records. Only 20 records are returned per inquiry; to obtain the next twenty, another inquiry must be made. If you were searching for a specific name, a total of 10 inquiries would be necessary if that name was listed last.

1. Message Key: SQT-. The dash must be substituted with numerals 0 through 9 (SQT0., SQT8., etc.). The first message key you use should be SQT0., unless you knew a particular name was on "page" 5, in which case the message key would be SQT5.

2. Liquor License Number: Must be a valid license number, preceded by the field code LIC/. LIC/93016436.

3. Sample Inquiries:

a) SQT0.LIC/93016436. (if this inquiry listed 20 names, and you wished to continue to obtain additional names associated with this number, you would initiate the next inquiry.)

b) SQT1.LIC/93016436. (you would continue making inquiries until you have obtained all records for that number; SQT2.LIC/93016436.)

4. Response Interpretation

a) Positive Response

1) SQT1.LIC/93016436.

2) NAME-----	SEX	DOB---	SSN-----	TITLE-----	-%-
3) CAROL SIMMONS	F	091261	0000000000	PRESIDENT	051
4) VAN ITEN, ANNETTE	F	081460	0000000000	VICE PRES	020
5) JETSON, GEORGE	M	121361	0000000000	SECRETARY	012
6) JETSON, JANE	F	031560	0000000000	VICE PRES	017

Line 1) repeats the message key and Liquor License number used for inquiry.

Line 2) provides the "headers" for information contained on the next 20 or less lines.

Lines 3-22) provide the name, sex, date of birth, social security number, title, and ownership percentage.

NOTE: A positive response may conclude with "MORE NAMES ON FILE". You would then initiate an inquiry with a subsequent message key to continue. A positive response not concluding with this phrase indicates you are at the end of the record.

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II.E.4. Response Interpretation (Continued)

b) Negative Responses:

- 1) SQTØ.LIC/92Ø54367.
- 2) SALOON - NO REC LIC # 93Ø54367.

Line 1) repeats the message key and license number used for inquiry.

Line 2) advises no record was found for that license number in SALOON.
Check your number and re-inquire or contact the Liquor Control
Commission if you are sure you have a valid number.

- 1) SQT5.LIC/93Ø54367.
- 2) SALOON - NO MORE NAME RECORDS ON FILE .

Line 1) repeats the message key and license number used for inquiry.

Line 2) advises there are no more records for that number. You have
gone to far ahead.

III. FIELD DESCRIPTIONS & CODES

A. FIELD DETAILS

The following pages provide a detailed description and specifications for each of the 23 data fields found in a Saloon File record. Each field is described in a standard format labeled A through L.

B. SUMMARY/INDEX

On the opposite side of this card and the succeeding page is a summary and index for all Saloon File data fields. The columns of the summary/index are identified by letters which correspond to the paragraph labels on the detail pages.

C. CODES

Some fields require the use of codes, which may be found immediately following the corresponding Field Description.

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SALOON FILE DATA FIELD SUMMARY / INDEX

A.	B.	X. SALOON- PAGE # FOR DETAILS	Y. SALOON- PAGE # FOR CODES	C. # OF POSITIONS (LENGTH)	D. CHARACTER TYPES*	E. USED WITH INQUIRY?
FIELD NAME	FIELD CODE					
Message Keys	NONE	12		3	C	Yes
Name of Business						
Name of Individual	NAM/	13		3Ø	L	Yes
Social Security	SSN/	13		9	N	Yes
City	CIT/	14		18	L	Yes
County	CTY/	15	16	18	L	Yes
Address	ADD/	17		3Ø	L,N	Yes
License Number	LIC/	18		8	N	Yes
Class	CLASS	18		N/A	N/A	No
Office	OFFICE	18		N/A	N/A	No
Type of Business	I-P-C	19		N/A	N/A	No
Doing Business As	DBA	19		N/A	N/A	No
Assumed Name	ASSUMED NAME	20		N/A	N/A	No
	DATE OF FORMATION/					
Date of Formation	INCRP	20		N/A	N/A	No
Foreign Corporation	FOREIGN CORP	20		N/A	N/A	No
Date Qualified	DATE QUALIFIED	21		N/A	N/A	No
City County Village	CCV	21		N/A	N/A	No
Disposition	DISPOSITION	21		N/A	N/A	No
Retailer's Tax #	ROT	22		N/A	N/A	No
Federal Special Tax #	FED SPECIAL TAX #	22		N/A	N/A	No
Duplicate Fee	DUP FEE	22		N/A	N/A	No
Liquor License Status	STATUS	23	23	N/A	N/A	No
Duplicate Date	DUP DATE	23		N/A	N/A	No
Application Questions	QØØ	24		N/A	N/A	No

*L = Letters A through Z. N = Numerals Ø through 9. C = Specific codes, only.

P = Certain punctuation marks and special characters.

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DATA DESCRIPTION

- A. MESSAGE KEY: Inquiries may be initiated into the SALOON file using one of five basic free-form message keys. Which message key should be used will depend on the identifiers available for inquiry and/or what type of response data is desired.
- B. FIELD CODE PREFIX: None. All SALOON message keys are free form and are not preceded by a field code.
- C. DATA STRUCTURE: The message key must begin the inquiry and must be immediately followed by a period.

SALOON MESSAGE KEYS

SQB.	Used to inquire on a business name.
SQA.	Used to inquire on a business address.
SQL.	Used to inquire on the State Liquor License Number.
SQO.	Used to inquire on the business owner by name, sex, date of birth (social security number optional).
SQTØ.	SQTØ through SQT9 are used to inquire into the SALOON "Name" file. Inquiry is made by Liquor License Number and provides a response listing all names associated with that license number. Each message key provides an additional "page" of names. If less than 20 names are associated with that number, one inquiry using SQTØ will suffice. Each progressive message key provides up to 20 additional names.
SQT1.	
SQT2.	
SQT3.	
SQT4.	
SQT5.	
SQT6.	
SQT7.	
SQT8.	
SQT9.	

Illinois LEADS Reference Manual

DATA DESCRIPTION

- A. NAME OF BUSINESS/INDIVIDUAL: Inquiries into SALOON may be initiated using the name of an individual, or the name of a business.
- B. FIELD CODE PREFIX: NAM/
- C. DATA STRUCTURE:
- a. Individual: When inquiring by Owner name, you must structure the name Last,First. The name may not exceed 30 characters.
- SAMPLE: SQO.NAM/BUNNY,BUGS.DOB/121361.
- b. Business: When inquiring by the name of the Business, type the name as it is read; DOWN THE HATCH. You will include an apostrophe that may be in the name as well; TERRI'S TAP. The business name may not exceed 30 characters.
- SAMPLE: SQB.NAM/TERRI'S TAP.CTY/COOK.

DATA DESCRIPTION

- A. SOCIAL SECURITY NUMBER: May be used in the Business Owner inquiry.
- B. FIELD CODE PREFIX: SSN/
- C. DATA STRUCTURE: When inquiring by name, sex, and date of birth using the Business Owner message key (SQO.), the social security number may be included in the inquiry using a field code prefix of SSN/. The field code prefix would be followed by the nine position social security number. No hyphens or spaces are allowed.
- SAMPLE: SQO.NAM/IONAIRE,BILL.SEX/M.DOB/042060.SSN/123546190.

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SALOON (27)

D A T A D E S C R I P T I O N

A. CITY: Used in Business Name and Business Address inquiries.

B. FIELD CODE PREFIX: CIT/

C. DATA STRUCTURE:

- a. Business Name: When inquiring by Business Name, you must include the city or county the establishment is located in. The city or county name may not exceed 18 characters.

SAMPLE: SQB.NAM/HUNGRYS RESTAURANT.CIT/CHICAGO.

- b. Business Address: When inquiring by Business Address, you must indicate the city the establishment is in. The city name may not exceed 18 characters. You may have to include N for North, S for South, Ave for Avenue, etc. It may take several changes to the address before you receive a positive response; you may initially inquire with an address of 100 RANDOLPH, get no response, and then re-inquire with 100 W RANDOLPH and get a response.

SAMPLE: SQA.ADD/9500 LAGRANGE.CIT/MULEVILLE.

Illinois LEADS Reference Manual

SALOON (27)

D A T A D E S C R I P T I O N

- A. COUNTY: Used in Business Name inquiry.
- B. FIELD CODE PREFIX: CTY/
- C. DATA STRUCTURE: When inquiring by Business Name, you must include the county or city the establishment is located in. The county or city name may not exceed 18 characters.

SAMPLE: SQB.NAM/I'LL BE A LITTLE LATE.CTY/COOK.

Illinois LEADS Reference Manual

SALOON (27)

COUNTY ABBREVIATIONS

<u>COUNTY NAME</u>	<u>CODE</u>	<u>COUNTY NAME</u>	<u>CODE</u>
Adams	ADAM	Lee	LEE
Alexander	ALEX	Livingston	LIVI
Bond	BOND	Logan	LOGA
Boone	BOON	Macon	MACN
Brown	BROW	Macoupin	MACU
Bureau	BURE	Madison	MADI
Calhoun	CALU	Marion	MARI
Carroll	CARR	Marshall	MARS
Cass	CASS	Mason	MASO
Champaign	CHAM	Massac	MASS
Christian	CHRI	McDonough	MCDO
Clark	CLAR	McHenry	MCHE
Clay	CLAY	McLean	MCLE
Clinton	CLIN	Menard	MENA
Coles	COLE	Mercer	MERC
Cook	COOK	Monroe	MONR
Crawford	CRAW	Montgomery	MONT
Cumberland	CUMB	Morgan	MORG
De Kalb	DEKA	Moultrie	MOUL
De Witt	DEWI	Ogle	OGLE
Douglas	DOUG	Peoria	PEOR
Du Page	DUPA	Perry	PERR
Edgar	EDGA	Piatt	PIAT
Edwards	EDWA	Pike	PIKE
Effingham	EFFI	Pope	POPE
Fayette	FAYE	Pulaski	PULA
Ford	FORD	Putnam	PUTN
Franklin	FRAN	Randolph	RAND
Fulton	FULT	Richland	RICH
Gallatin	GALL	Rock Island	ROCK
Greene	GREE	Saline	SALI
Grundy	GRUN	Sangamon	SANG
Hamilton	HAMI	Schuyler	SCHU
Hancock	HANC	Scott	SCOT
Hardin	HARD	Shelby	SHEL
Henderson	HEND	Stark	STAR
Henry	HENR	St. Clair	STCL
Iroquois	IROQ	Stephenson	STEP
Jackson	JACK	Tazewell	TAZE
Jasper	JASP	Union	UNIO
Jefferson	JEFF	Vermilion	VERM
Jersey	JERS	Wabash	WABA
Jo Daviess	JODA	Warren	WARR
Johnson	JOHN	Washington	WASH
Kane	KANE	Wayne	WAYN
Kankakee	KANK	Whiteside	WHIS
Kendall	KEND	White	WHIT
Knox	KNOX	Will	WILL
Lake	LAKE	Williamson	WILM
La Salle	LASA	Winnebago	WINN
Lawrence	LAWR	Woodford	WOOD

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SALOON (27)

DATA DESCRIPTION

- A. ADDRESS: Used in Business Address inquiry.
- B. FIELD CODE PREFIX: ADD/
- C. DATA STRUCTURE: Used in the Business Address inquiry. When inquiring by Business Address, you may have to include N for North, S for South, Ave for Avenue, etc. It may take several changes to the address before you receive a positive response; you may initially inquire with an address of 100 RANDOLPH, get no response, and then re-inquire with 100 W RANDOLPH and get a response. The address may not exceed 30 characters.

SAMPLE: SQA.ADD/9500 LAGRANGE.CIT/MULEVILLE.

SAMPLE: SQA.ADD/9500 S LAGRANGE RD.CIT/MULEVILLE.

SAMPLE ABBREVIATIONS

<u>FROM</u>	<u>TO</u>	<u>FROM</u>	<u>TO</u>
AND	&	NORTH	N
NUMBER	#	EAST	E
STREET	ST	SOUTH	S
PLACE	PL	WEST	W
DRIVE	DR	NORTHEAST	NE
ROAD	RD	NORTHWEST	NW
LANE	LN	SOUTHEAST	SE
AVENUE	AVE	SOUTHWEST	SW
COURT	CT	FIRST	1ST
BOULEVARD	BLVD	SECOND	2ND
JUNCTION	JCT	THIRD	3RD
HIGHWAY	HWY	SIXTH	6TH
POST OFFICE	P O	TENTH	10TH
INTERSECTION	INT	THIRTY FIRST	31ST

EXAMPLES:

- 1) Actual Address: 3751 SOUTH SIXTH STREET
Abbreviation: 3751 S 6TH ST
- 2) Actual Address: 13 STONEY VIEW LANE
Abbreviation: 13 STONEY VIEW LN
- 3) Actual Address: JUNCTION WILSHIRE BOULEVARD AND HIGHWAY 4
Abbreviation: JCT WILSHIRE BLVD & HWY 4

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SALOON (27)

DATA DESCRIPTION

- A. LICENSE NUMBER: Used for inquiry, and appears in specific responses.
- B. FIELD CODE PREFIX: LIC/
- C. DATA STRUCTURE: First two digits indicate year of issuance, remaining digits are sequential numbers assigned by the Liquor Control Commission.

DATA DESCRIPTION

- A. CLASS: Appears in the Liquor License response.
- B. FIELD CODE PREFIX: CLASS
- C. DATA STRUCTURE: Class of Liquor License will be listed in this field. The following are classes that may appear in this data field.

RETAILER
DISTRIBUTOR'S
NON-BEVERAGE USER'S
NON-RESIDENT DEALER'S
AIRPLANE
RAILROAD
BOAT
MANUFACTURER
NOT IN USE
BROKER'S

For more definitive information about a class of Liquor License, contact the Illinois Liquor Control Commission.

DATA DESCRIPTION

- A. OFFICE: Appears in the Liquor License number inquiry; indicates which Illinois Liquor Control Commission office issued the license.
- B. FIELD CODE PREFIX: OFFICE
- C. DATA STRUCTURE: An "S" for Springfield, or a "C" for Chicago will be found in this field. If you required additional information about a specific license, this code will assist the Liquor Control Commission in tracking the paperwork.

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SALOON (27)

DATA DESCRIPTION

- A. I-P-C: Indicates type of business structure in Liquor License number response.
- B. FIELD CODE PREFIX: I-P-C
- C. DATA STRUCTURE: This field indicates the legal business ownership structure; individual, partnership, or corporation.

I = Individual Ownership

P = Partnership

C = Corporation

SAMPLE FIELD COMPLETION: I-P-C P The "P" following the field code of I-P-C indicates a partnership structure.

DATA DESCRIPTION

- A. DOING BUSINESS AS: Business operating name.
- B. FIELD CODE PREFIX: DBA
- C. DATA STRUCTURE: Doing Business As appears in the Address, the Liquor License, and the Owner Name inquiry responses. The name of the business will appear in this field.

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SALOON (27)

DATA DESCRIPTION

- A. ASSUMED NAME: Provided in the Liquor License Number response. Indicates the date the establishment began business under the listed name.
- B. FIELD CODE PREFIX: ASSUMED NAME
- C. DATA STRUCTURE: Normally, DATE FILED will be found in this field. This indicates that the establishment began doing business under the listed name on the date application was made.

DATA DESCRIPTION

- A. DATE OF FORMATION: Appears in License Number response. Indicates date business was established.
- B. FIELD CODE PREFIX: DATE OF FORMATION/INCorp
- C. DATA STRUCTURE: The date the business was established will appear in a month, day, year format; 071293.

DATA DESCRIPTION

- A. FOREIGN CORPORATION: Appears in License Number Inquiry response.
- B. FIELD CODE PREFIX: FOREIGN CORP
- C. DATA STRUCTURE: Indicates foreign ownership; field may be completed with STATE OF INCORP, which reflects ownership by a United States based corporation.

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SALOON (27)

D A T A D E S C R I P T I O N

- A. DATE QUALIFIED: Appears in License Number response. Indicates date foreign corporate status was approved.
- B. FIELD CODE PREFIX: DATE QUALIFIED
- C. DATA STRUCTURE: Day, Month, Year; 072391.

D A T A D E S C R I P T I O N

- A. CCV: Name of City, County, or Village issuing the local liquor license.
- B. FIELD CODE PREFIX: CCV NAME
- C. DATA STRUCTURE: Will list name of municipality or county; Example: COOK, or CHICAGO.

SAMPLE: CCV NAME HOMETOWN

D A T A D E S C R I P T I O N

- A. DISPOSITION: Appears in License Number response. Provides the disposition of the state liquor license application.
- B. FIELD CODE PREFIX: DISPOSITION: G D W
- C. DATA STRUCTURE: An "X" will follow the G, D, or W to indicate which disposition is applicable.

G = GRANTED

D = DENIED

W = WITHDRAWN

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SALOON (27)

DATA DESCRIPTION

- A. ROT: Appears in License Number response. Retailer's Occupational Tax Number; tax number issued by the Illinois Department of Revenue.
- B. FIELD CODE PREFIX: ROT #
- C. DATA STRUCTURE: Is completed with the tax number as given.

SAMPLE: ROT # 21204032

DATA DESCRIPTION

- A. FEDERAL SPECIAL TAX NUMBER: Appears in License Number response. Is a tax number issued by the Department of the Treasury, Bureau of Alcohol, Tobacco, and Firearms (ATF) for special tax businesses; foreign owned, etc.
- B. FIELD CODE PREFIX: FED SPECIAL TAX #
- C. DATA STRUCTURE: Will be completed with the special tax number, if applicable. The field will be blank if none exists.

DATA DESCRIPTION

- A. DUPLICATE FEE: Appears in License Number response. Indicates the fee paid for a duplicate license if applicable.
- B. FIELD CODE PREFIX: DUP FEE
- C. DATA STRUCTURE: Will be completed with cost of duplicate license.

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SALOON (27)

DATA DESCRIPTION

- A. LIQUOR LICENSE STATUS: Appears in Business Name, Business Address, License Number, and Owner Name responses. Provides the current status of the Illinois Liquor License.
- B. FIELD CODE PREFIX: STATUS
- C. DATA STRUCTURE: Will be completed with the current status.

STATUS TYPES

ROT HOLD	= Application for valid license held due to a failure to pay revenue taxes.
SUSPENDED	= License temporarily lost due to a violation of the Illinois Revised Statutes, Chapter 43.
REVOKED	= License permanently lost due to violation of the IRS, CH 43.
INACTIVE	= Applicant no longer wishes an active Illinois Liquor License.
ACTIVE	= Current, valid.
DELINQUENT	= Renewal not made by specific date.

DATA DESCRIPTION

- A. DUPLICATE DATE: Appears in License Number response. Lists the date a duplicate license was issued if applicable.
- B. FIELD CODE PREFIX: DUP DATE
- C. DATA STRUCTURE: Will be completed with date (mmddyy).

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SALOON (27)

DATA DESCRIPTION

- A. APPLICATION QUESTION RESPONSES: The last line of the License Number response that provides the answers to questions from the Liquor License Application form.
- B. FIELD CODE PREFIX: Q00
- C. DATA STRUCTURE: Questions 17 through 27 from the application will be answered with a Y (yes), or N (no). The last line of the response would appear as follows:

Q17 N Q18 N Q19 N Q20 N Q21 N Q22 N Q23 N Q24 N Q25 N Q26 N Q27 N

The questions from the application are as follows:

17. Are you delinquent in payment of Retailer's Occupation Tax (Sales Tax)?
18. Are you delinquent under the cash beer law?
19. If retailer, are you delinquent under the 30 day credit law?
20. If distributor, are you delinquent under 15 day credit law?
21. Have you ever made application for a liquor license which has been denied?
22. Have you ever had any previous liquor licenses suspended or revoked?
23. Have you ever been convicted of a felony?
24. Have you ever been convicted of a gambling offense?
25. Do you possess a current Federal Wagering Stamp?
26. Are you, or is any other person, directly in your place of business, a public official?
27. Have you ever received or borrowed money or anything of value directly or indirectly from any other licensees, representatives of a licensee, or suppliers of alcoholic products?

NOTE: Questions 21 - 27 pertain to the individual applicant, and any other person with more than 5% of the financial interest in the applicant business.

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SALOON (27)

SALOON INQUIRY CHEAT SHEET

<u>RESPONSE DATA</u>	
<u>INQUIRE BY BUSINESS NAME:</u> SQB.NAM/PAR EXCELLENCE.CIT/WHINER. SQB.NAM/PAR EXCELLENCE.CTY/TEETOWN. Use message key SQB. Field code NAM/ must precede establishment name. Must include city or county establishment is located in with appropriate field code.	Will search SALOON File for match on name and city or county. Positive response will contain liquor license #, street address, and license status.
<u>INQUIRE BY BUSINESS ADDRESS:</u> SQA.ADD/18 GOLF DRIVE.CIT/TEETOWN. Use message key SQA. Field code ADD/ must precede address. City (CIT/) must be included in inquiry. May require several inquiries using different abbreviations (ST. N. W. etc.).	Will search SALOON File for match on address and city. Positive response will contain liquor license #, business name, and license status.
<u>INQUIRE ON LIQUOR LICENSE #:</u> SQL.LIC/93Ø18423. Use message key SQL. Field code LIC/ must precede license number.	Will search SALOON File for matching number. Positive response contains all data from license application plus expiration and issuance dates and status.
<u>INQUIRE BY OWNER NAME:</u> SQO.NAM/VAN ITEN,ANNETTE.SEX/F.DOB/Ø81459. SQO.NAM/VAN ITEN,ANNETTE.SEX/F.DOB/Ø81459.SSN/ØØØØØØØØØØ. Use message key SQO. Name, sex, and DOB must be included with proper field codes. Social Security is optional; if included, use field code SSN/.	Will search SALOON File for match on name, sex and DOB (also SSN if used). Positive response lists all liquor license numbers, corresponding business names, city, and status associated with name inquired upon.
<u>SEARCHING THE SALOON NAME FILE:</u> SQTØ.LIC/93Ø16436. Must use message key SQTØ through SQT9. License number must be preceded with proper field code. Each message key returns a "page" of up to 20 names; consecutive inquiries may be required to obtain additional pages. Inquiry using SQTØ. may need to be followed by an inquiry using SQT1. (etcetera) to obtain additional information.	Searches SALOON Name File for up to 200 names associated with the license # used in the inquiry. Ownership percentage is included.

LEADS USAGE ANALYSIS
(STATS)

LEADS USAGE ANALYSIS
(STATS)

TERMINAL EQUIPMENT
(EQUIP.)

TERMINAL EQUIPMENT
(EQUIP.)

REGULATIONS/POLICY
(REGS)

REGULATIONS/POLICY
(REGS)

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LEADS REGULATIONS & POLICIES (30)

Chapter 30

LEADS REGULATIONS & POLICIES

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LEADS REGULATIONS & POLICIES (30)

I. INTRODUCTION

The Illinois LAW ENFORCEMENT AGENCIES DATA SYSTEM (LEADS) provided by the Department of Law Enforcement is a statewide, computerized telecommunications system designed to provide services, information, and capabilities to the law enforcement and criminal justice community in the State of Illinois. The heart of the system is the LEADS computer in Springfield operated by the Illinois Department of Law Enforcement. Terminals and computers located in authorized law enforcement and criminal justice agencies are connected by communications lines to the LEADS computer. This gives these agencies access to information stored in the LEADS files, and through LEADS, gives them access to other criminal justice information systems. The degree to which access to these and other files is granted to the various types of criminal justice agencies is described further in these Regulations. It should be noted, however, that the information, capabilities, etc. available from and through LEADS are for bonafide law enforcement and criminal justice purposes only.

The Director of the Illinois Department of Law Enforcement is responsible for establishing policy, procedures, and regulations consistent with state and federal rules, policies, and law by which LEADS operates. The Director has appointed the LEADS Advisory Policy Board (APB) to reflect the needs and desires of the law enforcement and criminal justice community and to make recommendations concerning policies and procedures consistent with existent state and federal rules. The LEADS APB Charter follows as part of Section II of these Regulations.

LEADS is a user-oriented system, and strong emphasis is placed on maintaining effective communications with field users. A statewide LEADS Conference is held during the Fall of each year. Regional mini-conferences are scheduled each year in varying locations throughout the State. The Department of Law Enforcement and LEADS attempt to be responsive to the needs of the law enforcement and criminal justice community that they serve.

A system is only as good as those who use it. It is the intent of the following LEADS Regulations and Policies to set forth the requirements, responsibilities, limitations, and restrictions to assist in making user agencies aware of what can and cannot be done. Questions or comments on any portion of these Regulations should be submitted in writing to: LEADS Administrator, 501 Armory Building, Springfield, IL 62706.

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LEADS REGULATIONS & POLICIES (30)

II. THE LEADS ADVISORY POLICY BOARD (APB)

A. CHARTER

1. OFFICIAL DESIGNATION

Pursuant to the authority vested in the Director of the Department of Law Enforcement, State of Illinois, an Advisory Policy Board for the data processing function of this Department is hereby established. This Board will be known as the Law Enforcement Agencies Data System (LEADS) Advisory Policy Board (APB) and shall operate under the procedures contained herein and shall hereafter be referred to as "The Board".

2. THE BOARD'S OBJECTIVES AND SCOPE OF ACTIVITY

To recommend to the Director of the Department of Law Enforcement general policy with respect to the philosophy, concept, and operational principles of LEADS, particularly the relationship with local agencies, other state departments, the FBI's National Crime Information Center (NCIC), the National Law Enforcement Telecommunications System (NLETS) and all criminal justice agencies.

To review and consider rules, regulations, and procedures for the operation of LEADS.

To consider the real-time, random-access capabilities for LEADS operational needs of the criminal justice agencies in the light of public policy, participating agencies' policies, and local, state and federal statutes.

To review and consider security and confidentiality aspects of LEADS.

To recommend standards for participation by criminal justice agencies in LEADS.

3. TENURE

The period of time necessary for the Board to carry out its purpose.

4. REPORTING

The Board shall report to the Director of the Department of Law Enforcement or his designated appointee.

5. SUPPORT SERVICES

The Department of Law Enforcement will provide the necessary support services for the Board.

II.A. LEADS APB CHARTER (Continued)

6. DUTIES

To accept for review and deliberation from Divisions of the Department of Law Enforcement, Secretary of State, the LEADS users, and the public; matters coming within the Board objectives. To report to the Director the results of all deliberations, together with its recommendations. The Chairperson of the Board shall appoint a Working Group Committee (WGC) to address work task priorities, training, education, conferences, computer interfaces, system performance and statistics, and problems of users on a continuing basis. The Chairperson of the WGC shall be appointed by the Board Chairperson. The Chairperson of the Board shall appoint a Committee on Security and Confidentiality to address the problems of security on a continuing basis.

7. DATE OF CHARTER

April 1, 1977.

B. AUTHORIZATION FOR LEADS

The authority for LEADS is derived from Chapter 127 and Chapter 38 of the Illinois Revised Statutes authorizing the Department of Law Enforcement to acquire, collect, classify and preserve identification, criminal identification, crime and other records and to operate an electronic data processing center for the storage and retrieval of data pertaining to criminal activity and exchange of these records, with and for the official use of authorized officials of criminal justice agencies at all levels of local, state and federal governmental agencies.

II. THE LEADS APB (Continued)

C. COMPOSITION OF LEADS ADVISORY POLICY BOARD

The LEADS Board shall be composed of eleven representatives of the law enforcement and criminal justice agencies throughout the State. The representatives will be appointed to the Board by the Director. Representation on the APB shall be made up of:

	Division of State Police
1 member	Field Operations
1 member	Bureau of Communications and Management Information
1 member	District Field Commander
1 member	Division of Criminal Investigation
1 member	Division of Support Services
1 member	Illinois Sheriff's Association
1 member	Illinois Association of Chiefs of Police
1 member	Chicago Police Department
1 member	Secretary of State, Data Processing Department
1 member	Illinois Circuit Clerk's Association
1 member	LEADS Administrator

The Chairperson of the Board must be one of the appointed members and selected by the Director. Each Board member shall be willing to serve and devote adequate time necessary to the business addressed by the Board.

1. FILLING OF VACANCIES OF BOARD MEMBERS

It is the responsibility of the organization represented to submit to the Director a candidate to fill a vacancy.

2. SELECTION OF CHAIRPERSON OF LEADS ADVISORY POLICY BOARD

The Director shall appoint a chairperson from the representatives appointed to serve on the Board. A Vice Chairperson shall be elected by the APB.

3. LEADS ADVISORY POLICY BOARD MEETING PROCEDURES

The Board shall meet bi-monthly on the third Thursday of each month beginning in January unless an alternate date has been selected for a specific month by the Board members. The Chairperson may call special meetings if a specific need arises.

All APB meetings will be conducted in accordance with the Illinois Open Meetings Act, Chapter 102, Illinois Revised Statutes, Section 41 et seq. Persons planning to attend a specific meeting are asked to communicate with the LEADS Administrator (217/782-7677 or through terminal LYD) at least two weeks in advance of the meeting date.

II.C.3. LEADS APB MEETING PROCEDURES (Continued)

Only members of the LEADS Board or their proxies in attendance at meetings shall be allowed to vote. The member sending a proxy must notify the Chairperson of the Board in writing on a per meeting basis prior to the opening of such meeting. The proxy shall be from the organization the individual is representing.

A member personally missing three consecutive meetings shall lose his or her seat on the LEADS Board. The same representative cannot be immediately re-appointed for a period of one year. The Director shall appoint a replacement from the same agency to fill the vacant seat. No meeting of the Board shall be held and no vote taken without a quorum of said body being present, i.e. seven (7) members of the Board, including proxy representatives. All votes shall be decided by a simple majority of those members of the Board present.

The LEADS Administrator will set an agenda at least one day in advance of all meetings of the Board.

All records, transcripts, minutes and other documents relating to the Advisory functions of the LEADS Board shall be administered by the Board Chairperson.

The Director of the Department of Law Enforcement shall be the final arbiter of all matters related to the operations and policy of LEADS when recommendations of the Board are in possible conflict with Federal or State statutes and/or Department policies.

Vendors will not be permitted to promote products or make sale presentations.

All expenses required shall be paid for by the member or his agency in the conducting of business of the LEADS Advisory Policy Board.

D. LEADS ADVISORY POLICY BOARD STANDING COMMITTEES

The Chairperson of the Board shall have the authority to appoint standing committees and other committees and the chairpersons thereof.

Each committee chairperson shall be responsible to the Board and report back his findings or recommendations.

The chairpersons of the standing committees and other committees shall call the committee meetings.

There shall be two standing committees, the Working Group Committee and the Security and Confidentiality Committee. The same rules pertaining to attendance for the APB shall pertain to the standing committees.

III. ACCESSING LEADS DATA AND PARTICIPATING IN LEADS

Direct access to LEADS data and full participation in all elements of LEADS shall be restricted to those agencies that meet each of the "Criteria for Full Eligibility" listed below. Multi-jurisdictional communications centers, agencies connected to a non-criminal justice computer or data center, out-of-state agencies, non-government agencies, civil courts, and juvenile agencies are treated as SPECIAL CASES under paragraph III.B. Before a conclusion as to a particular organization's eligibility can be reached, the definitions and requirements listed in paragraph III.B must be considered. Exceptions are covered in paragraph III.C.

Direct Access Defined -- As used in these Regulations, the phrase 'direct access (to LEADS)' shall refer to (1) having a terminal device or computer located on the agency's premises that is connected by a data communications link (telephone line) to the LEADS computer in Springfield, and (2) being authorized to access LEADS data and services.

LEADS Data Defined -- As used in these Regulations, the term 'LEADS data' shall refer to all data available through the LEADS computer, which includes the following:

- LEADS Computerized Hot Files (CHF);
- National Crime Information Center (NCIC) Hot Files;
- Illinois Secretary of State Drivers License, Vehicle Registration, and Title Files;
- Motor Vehicle and Drivers Files of other states;
- Illinois and NCIC Computerized Criminal History (CCH) Files and other forms of Criminal History Record Information (CHRI);
- Firearm Owners (FOID) File;
- State Alcohol Licenses (SALOON) File;
- Weather and Highway Conditions Files for Illinois and other states;
- Such other files or information that may become available through LEADS from time to time.

LEADS Services Defined -- 'LEADS services' as supplied by the Department of Law Enforcement shall include (1) providing access to the files listed above; (2) the handling of directed/administrative messages within Illinois and nationwide; (3) providing on-line entry of Uniform Crime Reports data; (4) providing training sessions, newsletters, bulletins, and Reference Manuals; (5) and supplying such other services as may become available.

Full Participation Defined -- 'Full participation' shall mean that an agency has direct access to all LEADS data and services, and enters and maintains all of its warrants and theft reports in the LEADS and NCIC Hot Files. Hot Files data entry is covered in detail in Section VII of these Regulations.

A. CRITERIA FOR FULL ELIGIBILITY

To qualify for direct access to and full participation in LEADS, each of the following criteria must be met:

III.A. CRITERIA FOR FULL ELIGIBILITY (Continued)

1. Criminal Justice Agency -- The candidate organization must be a criminal justice agency as defined in the U.S. Department of Justice Regulations on Criminal Justice Information Systems (Title 28 -- Judicial Administration, Code of Federal Regulations, Part 20, Subpart A). These regulations in Section 20.3 define a 'criminal justice agency' as:

"(c)...(1) courts; (2) a government agency or any subunit thereof which performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part of its annual budget to the administration of criminal justice."

'Administration of criminal justice' is defined in Title 28 as:

"(d)...performance of any of the following activities; detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. The administration of criminal justice shall include criminal identification activities and the collection, storage, and dissemination of criminal history record information."

2. Powers of Peace Officers -- The candidate organization must be vested with the powers of "peace officers" as defined in Chapter 38, Section 2-13, of the Illinois Revised Statutes which reads as follows:

" 'Peace Officer' means any person who by virtue of his office or public employment is vested by law with a duty to maintain public order or to make arrests for offenses, whether that duty extends to all offenses or is limited to specific offenses."

3. Management Control -- The candidate organization's communications system -- all LEADS terminals, printers, and related equipment; and all personnel operating and/or having access to LEADS-related equipment -- must be under the direct management control of a sheriff, chief of police, authorized law enforcement supervisor, authorized criminal justice administrator, or Department of Law Enforcement official.

'Management control' is defined as the authority to set and enforce (1) priorities; (2) standards for the selection, supervision, and termination of personnel; and (3) policy governing the operation of all communication and LEADS-related equipment.

4. Signed Agreement -- The candidate organization must complete and file with the Department of Law Enforcement, a duly executed copy of the "Criminal History Record Information Criminal Justice Agreement."

NOTE: If access to Computerized Criminal Histories (CCH) is not authorized or desired, a duly executed copy of the "LEADS User's Agreement" must be filed instead of the "Criminal History Record Information Criminal Justice Agreement."

III. ACCESSING LEADS DATA AND PARTICIPATING IN LEADS (Continued)

B. ELIGIBILITY FOR SPECIAL CASES

The following paragraphs define the eligibility requirements for organizations which are considered to be special cases. Except where specifically stated to the contrary, 'special case' organizations must meet the criteria in paragraph III.A, pages REGS-6 and REGS-7.

1. Multi-Jurisdictional Communications Center

- a. Definition -- A 'Multi-Jurisdictional Communications Center' is any organization which is created by formal agreement entered into by political subdivisions in a particular area entirely within the State of Illinois for the purpose of at least providing police radio dispatching, LEADS services (if qualified), telephone answering, and any other communications functions for the benefit of all of those agencies who are parties to the agreement.
- b. Eligibility -- The Management Control criterion (paragraph III.A.3) must be met in all respects by the Multi-Jurisdictional Communications Center organization. To satisfy this requirement, a copy of the charter, ordinance, or other legal document which establishes management control must be submitted to the LEADS Administrator for review and approval. If approved by LEADS, the same document must also be approved by the NCIC prior to granting access to NCIC files.

2. Non-Criminal Justice Computer or Data Center

- a. Definition -- The 'Non-Criminal Justice Computer or Data Center' is defined as a computer system, communications switcher or any other device through which LEADS data will pass and/or by which LEADS data can be processed that is located within the confines of a non-criminal justice agency and not within the candidate organization's communications center where the principal LEADS terminal(s) and printer(s) are located. Both locations must be within the boundaries of the State of Illinois.
- b. Eligibility Excluding CCH Access -- In addition to meeting the 'management control' requirement for the communications system (paragraph III.A.3), the candidate criminal justice agency (CJA) must exercise at least limited management control with regard to the operation of all hardware at the non-criminal justice data center including the processor, communications controller, communications switcher, and storage devices which will be used to process, store, or forward LEADS data. The minimum requirements for the criminal justice agency (CJA) to exercise such limited management control will be by having a written agreement with the non-criminal justice agency operating the computer center that gives the criminal justice agency:
 - (1) a guarantee that the CJA's teleprocessing network receives the highest priority in the areas of maintenance, support, and assignment of personnel and hardware resources.

III.B.2.b. Non-Criminal Justice Computer, Excluding CCH Access (Continued)

- (2) the right to final approval in selection of all software used to communicate with LEADS.
 - (3) the right to screen all employees who will have access and hardware which connects to LEADS.
 - (4) the authority to make any necessary audits to insure system security.
 - (5) the authority to review management output reports to ensure that the CJA's guaranteed priority agreement is being honored.
 - (6) the authority to recommend for separation any employee who violates the LEADS Regulations.
- c. Eligibility to Include CCH Access -- If CCH data or any Criminal History Record Information is to pass through and/or be processed by equipment housed in a non-criminal justice data center, the eligibility requirements given in III.B.2.b above must be met and exceeded in that the written agreement between the CJA and the data center must give the CJA full management control as defined under III.A.3.
- d. Written Agreement Filed -- A copy of the written agreement between the CJA and the data center will be filed with the LEADS Administrator who will submit it to the LEADS APB for review.
- e. Permission to Audit -- The agreement with the CJA will also contain a clause that grants permission to the LEADS Administrator to inspect and audit this system.
3. Out-of-State Agency -- No organization located outside of the boundaries of Illinois will be given direct access to LEADS or be allowed to connect to LEADS unless it is deemed by the LEADS Advisory Policy Board to be in the best interest of all LEADS participants statewide to permit access by the foreign organization.
4. Non-Government Agency -- An organization which meets each of the above criteria for Peace Officers, Management Control, and Signed Agreement (paragraphs III.A.2, 3, & 4) but does not qualify as a 'government agency' is eligible for participation in LEADS, but cannot be granted access to any National Crime Information Center (NCIC) files. Under existing NCIC rules, Non-Government Agencies include, but are not limited to, railroad police and the security departments of private colleges and universities.
5. Civil Court -- Any court that hears civil cases only does not qualify for NCIC access.

III.B. ELIGIBILITY FOR SPECIAL CASES (Continued)

6. Juvenile Agency -- Any correctional facility that houses only juveniles who are not involved in the criminal justice process but who are orphaned or declared incorrigible is eligible for participation in LEADS with the exception that it does not qualify for NCIC access under existing NCIC rules. Any agency that supervises only juveniles who are not involved in the criminal justice process also does not qualify for NCIC access.
- C. EXCEPTIONS -- No exceptions will be made to the above requirements for agencies desiring direct access to and full participation in LEADS. An organization not qualifying as a law enforcement or criminal justice agency or not desiring full participation even if qualified may, with the approval of the Director of the Department of Law Enforcement on recommendation from the LEADS Advisory Policy Board, receive limited information from LEADS. To apply for limited capabilities, contact the LEADS Administrator, 501 Armory Building, Springfield, IL 62706; 217/782-7677.
- D. CHANGE IN STATUS -- The LEADS Administrator must be notified in writing in advance of any anticipated change in the status of an agency already participating or already approved for participation in LEADS. Continued participation in LEADS will be subject to a review of the new status to determine if all eligibility requirements can be met. Change in status includes, but is not limited to:
 1. A single-jurisdiction LEADS user plans to join a Multi-Jurisdictional Communications Center.
 2. Changes are to occur in the management structure of an approved Multi-Jurisdictional Communications Center.
 3. Changes are to occur in the management structure of a Non-Criminal Justice Computer or Data Center.
 4. A Non-Criminal Justice Computer or Data Center is created or plans to become involved with LEADS services where no involvement existed before.
 5. Involvement of a Non-Criminal Justice Computer or Data Center is to be discontinued or altered.

IV. EQUIPMENT OPTIONS FOR CONNECTING TO LEADS

Provided that an agency qualifies for participation in LEADS as described in Section III of these Regulations, there are three (3) options for obtaining equipment and physically connecting to the system. These options are:

- DLE Supplies Standard Equipment -- Fully-Supported Environment
- Agency Supplies Non-Standard Equipment -- Non-Supported Environment
- Agency Supplies Standard Equipment -- Semi-Supported Environment

A. "SUPPORTED" DEFINED

The term "supported" refers to the assistance which will be provided by the Department of Law Enforcement (DLE) to the user agency. This could include the following:

- Systems analysis and design
- Computer programming
- Equipment ordering, installation, maintenance, moving and removal
- Training
- Operating procedures and reference manuals
- Statistics on each terminal's usage of LEADS

B. REQUIREMENT FOR ADVANCE WRITTEN REQUEST

An agency must make a written request 90 days in advance of the desired connection date. The request must be sent to the LEADS Administrator, 501 Armory Building, Springfield, Illinois 62706. The request must indicate when connection to LEADS is desired and which of the three options is planned.

C. DLE SUPPLIES STANDARD EQUIPMENT -- FULLY-SUPPORTED ENVIRONMENT

An agency will be fully supported when it requests that the Department of Law Enforcement (DLE) make all arrangements to provide standard equipment. In this case, DLE and the participating agency will have the following responsibilities:

1. The Department of Law Enforcement will:
 - a. Place all orders for the installation, relocation, or removal of all line-related and terminal-related equipment.
 - b. Make all technical services arrangements related to installation, maintenance, relocation, and removal of all necessary equipment.
 - c. Perform all systems analysis, design, and programming required at both the Data Center and the terminal.

IV.C.1. FULLY SUPPORTED ENVIRONMENT -- DLE will: (Continued)

- d. Absorb all costs related to the computer equipment at the Data Center.
 - e. Provide training for terminal operators and interested administrative personnel representing the participating agency.
 - f. Provide a reference manual, publications, notices, and special bulletins.
 - g. Provide assistance toward the solution of operational problems.
2. The Fully-Supported agency will:
- a. Pay the cost of installation, monthly rental, relocation, and removal of all terminal equipment and communications facilities.
 - b. Procure and pay the cost of all consumable supplies (printer paper, ribbons, etc.).
 - c. Provide operating and administrative personnel at the terminal site.
 - d. Absorb the cost of travel, lodging, and meals for its own personnel attending training sessions, conferences, etc., unless otherwise stipulated by the Department of Law Enforcement.

D. AGENCY SUPPLIES NON-STANDARD EQUIPMENT -- NON-SUPPORTED ENVIRONMENT

When a department elects to obtain its own terminal equipment that is not identical to equipment offered through DLE, that department is operating in a non-supported environment. This means that the agency may connect its equipment to LEADS, but will not receive the full support from DLE offered to users of standard equipment. A special example of non-standard equipment is the mobile terminal which is covered in paragraph IV.F. DLE and the user agency will meet the following responsibilities:

1. The Department of Law Enforcement will:

- a. Provide technical information such as communications disciplines (electronic procedures by which computers and terminals "talk" to each other) and message structures necessary for successful connection to LEADS.

CAUTION: LEADS will only allow connection of equipment which operates at certain specific data transmission rates and which uses one of the communications disciplines which DLE supports. DLE will NOT perform special programming to support a communications discipline that is not already supported by DLE.

- b. Place orders for the installation, relocation, or removal of all communications lines and related communications facilities (modems).
- c. Perform all programming required at the DLE Data Center which is identical to that provided for the fully supported environment.

IV.D.1. NON-SUPPORTED ENVIRONMENT -- DLE will: (Continued)

- d. Make all technical services arrangements related to the installation, maintenance, repair, relocation, and removal of all communications lines and related communications equipment. DLE will NOT be responsible for maintenance arrangements on any of the user agency's terminal equipment.
- e. Absorb all costs related to the computer equipment at the DLE Data Center, with the exception of those costs related to the transmission control unit in such cases where a non-supported terminal requires additional equipment on that unit.
- f. Provide a reference manual, publications, notices, and special bulletins in the language of the Fully-Supported Terminal Environment.

CAUTION: The user must understand that the terminology and procedures described in LEADS publications will frequently NOT correspond exactly to the terminology and procedures established in the non-supported environment. This places an additional responsibility on the user agency to insure that all LEADS-written communications are understood and adhered to.

- g. Provide training for terminal operators and interested administrative personnel in the use of the LEADS Operating and Reference Manuals and the various LEADS services. DLE will NOT provide training on the operation of non-standard terminal equipment.
- h. Provide assistance for identifying the source of operational problems. DLE will make arrangements for the correction of those problems determined to be related to the Data Center or the communications line. DLE accepts no responsibility for the correction of difficulties found to be associated with the user's terminal equipment.

2. The Non-Supported agency will:

- a. Arrange for a conference between its own representatives, the terminal vendor, and DLE. The conference must be successfully concluded before DLE will make any preparations for connection of non-standard equipment. DLE suggests that this meeting occur prior to the signing of a contract between a participating agency and any vendor. If not prior to signing, the meeting should occur at the earliest possible time thereafter. DLE accepts no responsibility for misunderstanding of LEADS specifications and requirements which occur between the local agency and its vendor.
- b. Pay the cost of supplies and the cost of installation, monthly rental, relocation and removal of all terminal and line-related equipment.

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IV.D.2. The Non-Supported agency will: (Continued)

- c. Pay the cost of a dedicated communications line (a line to which no other agency is connected).

CAUTION: The cost of a dedicated line is based on the distance between the local terminal and the LEADS Data Center, and on the data transmission rate desired. This cost is frequently much higher than local agencies anticipate and has resulted in significant changes to agency plans.

- d. Pay the cost of connecting the communications line to the transmission control unit at the LEADS Data Center.
- e. Pay the cost of all design work, programming, and maintenance associated with the terminal equipment. (Maintenance of the communications line is included in the monthly line charge.)
- f. Pay all expenses resulting from problems which are caused by the terminal equipment.
- g. Provide operating and administrative personnel at the terminal location.
- h. Provide training of agency personnel in the use of terminal equipment.
- i. Insure that an individual agency's system will provide access to ALL authorized LEADS files and services, and permit the agency's operator to perform all functions that may be performed on fully-supported equipment. The only exception is the service of on-line entry of Uniform Crime Reports (I-UCR) data which the agency may elect not to provide.
- j. Absorb all costs for reprogramming and equipment modifications which become necessary to keep in step with changes made at the LEADS Data Center. (See Section XIII, paragraph B of these Regulations.)

CAUTION: LEADS is constantly being changed. New capabilities are added frequently. An agency operating in the Non-Supported Environment must be prepared to absorb the costs necessary to provide all of the same services LEADS provides to fully-supported terminals. Electing not to supply all services offered by LEADS (with the exception of on-line I-UCR data entry) is in violation of these Regulations.

- k. Absorb the expense of travel, lodging, and meals incurred by agency and vendor representatives who attend training sessions, conferences, etc., unless otherwise stipulated by DLE.

E. AGENCY SUPPLIES STANDARD EQUIPMENT -- SEMI-SUPPORTED ENVIRONMENT

An agency will qualify for nearly full support when it obtains equipment from its own sources which is identical to equipment offered through DLE.

IV.E. AGENCY SUPPLIES STANDARD EQUIPMENT--SEMI-SUPPORTED (Continued)

1. The Department of Law Enforcement will:

- a. Place all orders for the installation, relocation, or removal of the communications lines and related equipment (modems)..
- b. Make all technical services arrangements for installation, maintenance, relocation, and removal of the communications lines and equipment.
- c. Perform all system analysis, design, and programming required at both the Data Center and the terminal.
- d. Absorb all costs related to the computer equipment at the Data Center.
- e. Provide training for terminal operators and interested administrative personnel representing the participating agency.
- f. Provide a reference manual, publications, notices, and special bulletins.
- g. Provide assistance towards the solution of operational problems.

2. The Semi-Supported agency will:

- a. Meet with DLE if requested to do so.
- b. Make all arrangements for installation, relocation, maintenance, and removal of the terminal equipment.
- c. Assume all responsibility for contractual agreements with the terminal vendor and all related expenses.
- d. Provide operating and administrative personnel at the terminal site.
- e. Absorb the cost of travel, lodging, and meals for its own personnel attending training sessions, conferences, etc., unless other funding is provided to the agency.
- f. Notify DLE in writing and receive approval from DLE prior to any change being made to the terminal equipment.
- g. Notify DLE in writing and receive approval from DLE prior to connecting the equipment to or disconnecting it from LEADS.
- h. Bear the expense of changes to the terminal equipment made necessary by changes to LEADS.

NOTE: All written communications necessary for the above must be addressed to LEADS Administrator, Department of Law Enforcement, 501 Armory Building, Springfield, IL 62706.

IV. EQUIPMENT OPTIONS FOR CONNECTING TO LEADS (Continued)

F. MOBILE TERMINALS

1. "Mobile Terminal" Defined -- A mobile terminal is a device installed in a vehicle which has the capability to send and/or receive digital messages. There are two basic types in use:
 - a. the receive-only teleprinter which has no typewriter-like keyboard.
 - b. the two-way mobile terminal which lets the officer type out and send messages from the vehicle as well as to receive messages.
2. Mobile Terminal Regulations -- Both types of mobile terminal, when used to send data to and/or to receive data from LEADS, are governed by the regulations for the NON-SUPPORTED ENVIRONMENT covered in paragraph IV.D of these Regulations. In addition, the following requirements must be met by the agency participating in LEADS:
 - a. Before requesting bids for any mobile terminal equipment, the LEADS Administrator must be notified in writing of:
 - (1) the fact that mobile terminals are being planned,
 - (2) the type of mobile terminal,
 - (3) the number of mobile terminals to be installed, and
 - (4) the installation date(s).
 - b. If called for by the LEADS Administrator, the agency must meet with the LEADS Staff.
 - c. The agency must satisfy the LEADS Administrator that safeguards will be employed to guarantee that Computerized Criminal History (CCH) data may neither be directly requested nor received at any mobile terminal.
 - d. The agency must insure that all officers and other personnel who operate a mobile terminal understand and comply with Section IX of these Regulations--DISSEMINATION OF DATA OBTAINED THROUGH LEADS.
 - e. The agency must insure that all mobile terminals are secure at all times from use by unauthorized personnel.

V. FINANCIAL RESPONSIBILITY

Agencies participating in LEADS shall promptly meet all monetary obligations to the vendor(s) which provides terminal equipment, maintenance, and lines.

A. FINANCIAL OBLIGATIONS

1. Normal Monthly Charges -- Normal monthly charges include the following:

- a. Charges for LEADS lines and modems (communications facilities).
- b. Charges for vendor-owned LEADS terminal/printer equipment.
- c. Charges for contract maintenance on LEADS equipment not owned by the vendor(s).

2. Other Charges -- Other charges include the following:

- a. Shipping charges on LEADS equipment shipped to participating agencies.
- b. Installation charges for LEADS communication lines and equipment installed by a vendor.
- c. Charges for relocating LEADS communications lines or equipment.
- d. Maintenance charges not covered by normal LEADS equipment leasing or contract maintenance charges. Damage caused by failing to maintain the proper terminal environment, not keeping the electrical supply within specifications, or abusing the equipment will result in additional charges on a time and materials basis.

B. USER PURCHASES SUPPLIES -- Participating agencies will purchase their own printer paper, printer ribbons, and perforator tape. Specifications for such supplies and lists of possible vendors are available from the Department of Law Enforcement on request. The listing of any vendor in no way represents an endorsement or recommendation by DLE, but is furnished to assist participating agencies in locating possible sources of supply.

VI. TERMINAL ENVIRONMENT, LOCATION AND SECURITY

The following constraints pertaining to LEADS terminal environment, location and security are binding on each participating agency:

- A. ENVIRONMENT -- The terminal must be located in a safe, clean and dry environment. Each agency must provide electric service as well as controlled temperature and humidity levels specified by the terminal manufacturer.
- B. LOCATION -- The principal terminal must be located within or adjacent to the communications equipment control console to insure continuous monitoring of the printer and/or CRT screen. The CRT interface device (modem) must be accessible to the terminal operator to facilitate line and/or terminal restoration procedures by the vendor.
- C. SECURITY -- All terminal components (Model 35 printer or CRT display unit, keyboard, printer and modem) must be placed in a location under the direct control and supervision of authorized personnel as identified in these LEADS Regulations and Policies and be inaccessible to the public or persons not qualified to either operate, view or possess LEADS transmitted or received data. It is further recommended that land lines coming into the building housing the LEADS terminal be buried.

VII. RECORDS RESPONSIBILITY

Each agency assumes certain obligations inherent with its participation in LEADS. Each participating agency, by accepting a LEADS terminal or by connecting to LEADS with its own equipment, implicitly agrees to the following conditions concerning the entry, maintenance and removal of its records and the maintenance of associated files:

A. COMPUTERIZED HOT FILES (CHF) RECORDS

1. Record Entry -- Each agency agrees to enter all records pertaining to thefts, criminal acts and missing/runaway persons into LEADS (and NCIC, where appropriate) as soon as the occurrence is known and sufficient identifiers are available to permit the establishment of a record. Temporary records may be entered when there is a question concerning the issuance of a warrant, but a permanent record must be established upon resolution of the complaint. All CHF entries must be in accordance with current procedures and codes as published in the LEADS Operating Manual and the LEADS Reference Manual.
2. 24-Hour Terminal Manning Requirement -- Any agency which has entered records into the CHF must insure that its terminal is operated on a 24-hour-per-day basis by trained and competent operators who have access to the necessary records to respond to inquiries relative to the status of that agency's LEADS records and who have both the knowledge and skill to correctly enter, modify, remove and interpret records.
3. Record Removal -- Each agency will promptly cancel their records when notified or when they become aware that the legal intent of their entry has been satisfied; i.e., the recovery of stolen property or the apprehension or return of suspects.
4. Quality of Records -- Each agency assumes responsibility for both the accuracy and timeliness of the records entered under its authority. Each agency will cooperate with LEADS/NCIC quality control efforts by modifying or removing records that are either incorrect or invalid. In all cases, the agency must take action relative to a record in question during the shift or work period that notification is received. The Department of Law Enforcement has the right to remove any record where a substantial question exists concerning the validity or accuracy of the record. Immediately upon removal of any record, DLE will notify the entering terminal.
5. Record Status Inquiries -- Each agency will respond promptly to inquiries from other agencies relative to the validity and currency of its LEADS/NCIC records.
6. Supporting Documents -- Each LEADS/NCIC record will be supported by an investigative document, active warrant or complaint. No permanent LEADS or NCIC entry will be made based solely on a telephone report by the alleged victim or owner. Documents supporting LEADS/NCIC records must be available to terminal operators on a 24-hour-per-day basis, either by direct access or telephone inquiry.

Illinois LEADS Reference Manual

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LEADS REGULATIONS & POLICIES (30)

VII.A. COMPUTERIZED HOT FILES RECORDS RESPONSIBILITY (Continued)

7. Active Messages File -- Each agency will maintain an Active Messages File by entry category (wanted or missing persons, stolen vehicles, stolen guns, etc.) that is readily accessible to the terminal operator. The hard copy of the Enter Acknowledgment Message, complete with the LEADS Message Number (LDS) and, if appropriate, the NCIC Message Number (NIC), must be retained in the file as long as the message remains active in LEADS/NCIC. An agency with a computer connected to LEADS may maintain its Active Messages File on the computer instead of in hard copy form as long as the local computer file is readily accessible to the LEADS terminal operator and the computer file record is complete.
8. Cancelled Records File -- The hard copy printout of all cancelled records, complete with recovery/apprehension data and date, must be retained for at least one (1) year in a Cancelled Records File. This file must be maintained separately from the Active Messages File. An agency with computer facilities may maintain the Cancelled Records File on magnetic tape or other computer storage media as long as all data elements specified here for a hard copy file are contained in the computer record.
9. Multi-Jurisdictional Communications Center -- Multi-Jurisdictional communications centers must maintain complete and separate Active Messages Files and Cancelled Records Files for each member agency served by the center and authorized to enter records into LEADS. When a member agency in a communications center has access to LEADS via another terminal located within its own department in addition to the terminal or terminals located within the communications center, the member agency must select one (1) location, either the agency location or the communications center, that will (a) enter, maintain and remove all LEADS records for that agency and (b) abide by LEADS policy relative to security and staffing constraints.

B. ILLINOIS UNIFORM CRIME REPORTING (I-UCR)

1. Record Entry -- Any agency which accepts a funded, LEADS Upgrade CRT (Cathode Ray Tube) video terminal is required to enter I-UCR data by one of the following methods:
 - a. Direct entry through the LEADS Upgrade CRT terminal
 - b. Magnetic tape
 - c. Punched cards

This procedure should begin within thirty (30) days of the completion of training for I-UCR entry. If an agency fails to comply with this policy, the terminal may be removed.

2. I-UCR Not CRT Justification -- No funded, LEADS Upgrade CRT (Cathode Ray Tube) video terminal will be ordered if justified solely on I-UCR entry requirements.

VIII. VALIDATION OF COMPUTERIZED HOT FILES (CHF) RECORDS

- A. IMMEDIATE REMOVAL -- Computerized Hot File records in both LEADS and NCIC must be immediately removed when no longer valid. Promptness in entering, modifying, voiding, and cancelling records is essential to maintaining the integrity of the LEADS/NCIC files. Each record in the files is identified with the agency originating that record, and that agency alone is responsible for the accuracy of that record.
- B. MANDATORY PARTICIPATION -- It is mandatory that all agencies having records in the LEADS Computerized Hot Files (CHF) participate in the LEADS Record Validation Programs.
- C. COMPARISON WITH CASE FILES -- For validation purposes, each record entered by an agency will be listed on a computer print-out titled Illinois LEADS Validation Listing. The agency should compare the data in each record with the information in its case files. Whenever possible, the original complainant should be interviewed.
- D. VEHICLE RECORDS -- A stolen motor vehicle record meeting the criteria of current LEADS formatting (entry) will be maintained in the system for the current year plus four years unless through prompt record maintenance or LEADS validation research, the motor vehicle in question is determined to have been recovered or a registered owner and/or legal owner cannot be located for disposition purposes during any one of the validation searches that occur every one hundred and eighty (180) days. It is the responsibility of the originating agency to cause the necessary research to be completed to determine information identifying the registered owner and/or legal owner by name and address.
- E. MARKING THE VALIDATION LISTING -- The original copy of the Illinois LEADS Validation Listing must be marked to indicate which records are active and which records have been cancelled. It is not the responsibility of the LEADS Data Center to cancel the records of any agency. When it is determined that a record is no longer valid, it is the responsibility of the entering agency to immediately cancel this record.
- F. NON-TERMINAL AGENCY -- When a terminal agency is entering records for a non-terminal agency, it is the responsibility of the terminal agency to obtain confirmation from the non-terminal agency that the records are still valid.
- G. AGENCY HEAD'S SIGNATURE REQUIRED -- The Agency Head (Chief of Police, Sheriff, District Commander, or Superintendent) accepts responsibility for the validity of all records entered by their agency by signing the LEADS Validation Certification Document. The signature of a lesser official will not be accepted.
- H. RETURN TO LEADS -- The LEADS Validation Certification Document and the original copy of the Illinois LEADS Validation Listing must be returned to the LEADS Data Center prior to the deadline for the program.
- I. FAILURE TO VALIDATE -- Failure of an agency to comply with the validation regulations will result in the voiding of all records entered into LEADS by that agency.

IX. DISSEMINATION OF DATA OBTAINED THROUGH LEADS

A. GENERAL RESTRICTIONS

1. Criminal Justice Purposes Only -- All data supplied through LEADS is to be used strictly for criminal justice purposes.
2. Personal Use Prohibited -- It is strictly forbidden to obtain any data through LEADS for personal reasons.
3. Personal Messages Prohibited -- It is strictly forbidden to transmit messages over LEADS or to encourage messages to be transmitted over LEADS for reasons of personal, unofficial communication. For example, LEADS may not be used for communicating personal messages from one LEADS terminal to another.
4. Selling Data Prohibited -- It is permissible to prorate or share the costs of your LEADS operation among one or more other departments for which you provide all LEADS services. However, it is strictly forbidden to sell any information obtained through LEADS to any individual, group of individuals, organization, government agency, or corporation.
5. Unauthorized Dissemination Prohibited -- It is strictly forbidden to disseminate any information obtained through LEADS to any individual or organization that is not legally authorized to have access to that information.

B. SPECIFIC DATA DISSEMINATION REGULATIONS

1. Computerized Hot Files (CHF)

The information found in the CHF is generally considered to be a matter of public record. However, dissemination of such data beyond the law enforcement/criminal justice community must be approached with caution.

2. National Crime Information Center (NCIC)

- a. The following statements apply to NCIC data and are taken directly from page Intro-6 dated 6-30-77 of the NCIC Operating Manual:

- (1) "The data stored in the NCIC is documented criminal justice information and access to that data must be restricted to duly authorized criminal justice agencies."
- (2) "The FBI uses hardware and software controls to help ensure system security. However, final responsibility for the maintenance of the security and confidentiality of criminal justice information rests with the individual agencies participating in the NCIC."

- b. As an NCIC Control Terminal Agency, the Illinois Department of Law Enforcement must assume responsibility for and enforce NCIC system security with regard to all other agencies participating in NCIC through LEADS.

IX.B. SPECIFIC DATA DISSEMINATION REGULATIONS (Continued)

3. Secretary of State (SOS)

- a. Any request for any SOS record via LEADS shall be for criminal justice purposes only.
- b. SOS data required for non-criminal justice purposes must be obtained directly from the SOS; i.e., LEADS may not be used.
- c. Although the Illinois Revised Statutes authorize the Secretary of State to charge fees for providing registration and vehicle records, there is no provision for any criminal justice agency to charge for SOS data obtained through LEADS. Any such charge or fee is prohibited under the General Restrictions (IX.A.4) of these Regulations.

4. Foreign States' Drivers Licenses and Vehicle Registrations via NLETS

- a. Drivers license and vehicle registration information is provided by other states to Illinois departments via NLETS/LEADS on the same basis that the Illinois SOS provides this information -- FOR CRIMINAL JUSTICE PURPOSES ONLY.
- b. If out-of-state driver or vehicle data is required for non-criminal justice purposes, LEADS/NLETS may not be used. Instead, agencies participating in LEADS/NLETS must advise the requestor to deal directly with authorities in the state that houses the desired records.

5. Firearm Owner's Identification (FOID)

- a. FOID data is provided by the Department of Law Enforcement to "law enforcement authorities" as stipulated in Chapter 38, paragraph 83-1 of the Illinois Revised Statutes.
- b. Dissemination of FOID information obtained through LEADS is restricted to peace officers.

6. Illinois Uniform Crime Reporting (I-UCR)

- a. I-UCR data which is supplied to the State may be disseminated to the public by the originating agency at any time.
- b. I-UCR data compiled by the State must not be disseminated to the public, except by the originating agency, until after such time as the compiled data has been verified and made official for release by the Director of the Department of Law Enforcement.

IX.B. SPECIFIC DATA DISSEMINATION REGULATIONS (Continued)

7. State Alcohol Licensing Operational On-line Network (SALOON)

Liquor license data and data on licensed establishments and owners are available through LEADS/SALOON, only for official criminal justice purposes. LEADS/SALOON must not be used to obtain this data for non-criminal justice purposes or for non-criminal justice agencies and individuals. Instead, these requests should be referred directly to the Illinois Liquor Control Commission, 160 North LaSalle Street, Chicago, IL 60601; 312/793-2210.

8. Computerized Criminal Histories (CCH)

- a. Criminal History Record Information (CHRI) obtained from the Department of Law Enforcement over LEADS shall not be disseminated to any person or agency not authorized by law to receive such information.
- b. The Department of Law Enforcement will not respond to computerized inquiries (CCH inquiries or directed messages) for licensing or employment purposes. LEAA guidelines mandate that the Department of Law Enforcement maintain complete and accurate records. The dissemination of information meeting these standards is of utmost importance with regard to licensing and employment matters. As such, DLE shall disseminate CHRI for licensing and employment purposes, only after completing a fingerprint search of Department files.
- c. The delivery of old or outdated CHRI to another criminal justice agency is highly discouraged. In order to ensure the dissemination of the most current data available, the disseminating agency should query (inquire into) the Department of Law Enforcement whenever feasible. The Department recognizes that exceptions may exist justifying dissemination without querying in extraordinary circumstances.
- d. Each transaction which involves any extra-agency release (release to any agency other than your own) of CHRI as supplied by the Department of Law Enforcement must be logged in a Secondary Dissemination Log maintained by the agency which ran the inquiry. The content of entries required in the log is reflected in Section 4 of the referenced "Criminal Justice Agreement" and includes:
 - (1) Name of requesting agency having access to Criminal History Record Information (CHRI).
 - (2) Name of the requestor (i.e., the person getting CHRI on behalf of an authorized agency).
 - (3) Name of the individual to whom the information relates.
 - (4) BCI Number of the individual to whom the information relates.
 - (5) Date of dissemination.

Secondary Dissemination Logs shall be maintained for a period of three (3) years following the last date of dissemination contained therein. After the three-year maintenance period expires, the logs may be destroyed provided that express authorization is granted in accordance with either The State Records Act or The Local Records Act (Illinois Revised Statutes 1977, Chapter 116, Section 43), whichever is applicable.

X. OPERATING PROCEDURE REGULATIONS

LEADS is a complex system having limited resources which must be shared by many users. The use or misuse of LEADS by one agency can significantly affect all other users. Therefore, compliance with these Operating Procedure Regulations is necessary to optimally and fairly allocate LEADS resources and services.

A. HOT FILES HIT PROCESSING

1. Q or Z Hit, Subject or Property in Custody -- As soon as possible after receiving a positive hit response to an inquiry, the agency receiving the hit message must contact the Originating Authority (ORA) of the record to confirm the status of the record. The inquiring agency must also insure that the record, in fact, pertains to the same subject, vehicle, property, etc., which is in custody.
2. O Hit, Subject or Property Not in Custody -- When the inquiring agency receives a hit by Q inquiry on a LEADS (not NCIC) record but does NOT have the person, vehicle, or property in custody, the inquiring agency MUST notify the Originating Authority (ORA) of that fact. (A Q-hit on a LEADS record causes the originator of the record to receive automatic notification of who hit the record. The Originating Authority will be expecting an explanation from the inquiring agency.)
3. Locating -- A confirmed hit with the subject, vehicle, or property in custody requires that the agency receiving the hit immediately perform a LOCATE transaction against all record(s) that were determined to be applicable.
4. Retention of Terminal-Produced Printout -- When an operational inquiry on an individual or property yields a valid positive response (hit), the original copy of the terminal-produced printout showing the record(s) on file in LEADS/NCIC should be retained for use in documenting probable cause for the detention of the missing person, arrest of the wanted person, or seizure of the property. The printout may also prove valuable in a civil suit alleging a false arrest, a false imprisonment, a civil rights violation, or an illegal seizure of property.

When an NCIC inquiry yields a hit, the terminal employee making the inquiry should note on the original copy of the terminal-produced printout precisely how, when, and to whom the information was given; sign and date this notation; and forward the printout to the inquiring officer or agency for retention in the case file. This procedure establishes the chain of evidence for the communication should the arresting officer need to substantiate his actions in a judicial proceeding.

The printout should be retained for as long as there remains any possibility that the defendant will challenge the arrest, search, or other law enforcement action taken because of the information contained on the printout. Retain the printout until all possible levels of appeal are exhausted or the possibility of a civil suit is no longer anticipated.

X. OPERATING PROCEDURE REGULATIONS (Continued)

B. BROADCASTING OF MESSAGES

1. Stolen or Recovered Property -- Item-by-item lists of stolen or recovered property are NOT to be broadcast over LEADS either statewide, regionally, or to a district. A brief summary message in generic terms may be broadcast if it is felt such a message will aid in the recovery of stolen property or in owner identification of recovered property.
2. Range Limitations -- The extent of the area over which a message is broadcast must be carefully limited to include only those agencies which can reasonably be expected to have interest in or a need to know the contents of the message. For example, a message concerning only Illinois and surrounding states should NOT be broadcast nationwide. A message of interest only to Cook and surrounding counties should not be broadcast statewide.

NOTE: Message broadcasting is expensive in terms of the LEADS resources consumed. It must be used judiciously.

3. Holiday Greetings -- On no occasion is it permissible to use LEADS for broadcasting a message of holiday greetings.
4. Political Messages -- On no occasion is it permissible to use LEADS for broadcasting a message dealing with a political campaign, political rally, or candidate for political office.
5. Commercial Messages -- The use of LEADS is prohibited for sending messages of a commercial nature.

C. POINT-TO-POINT ADMINISTRATIVE MESSAGES

1. Brevity and Abbreviations -- All messages transmitted over LEADS must be brief and to the point. Furthermore, abbreviations should be used wherever possible. However, obscure abbreviations should be avoided to prevent confusion and misunderstanding.
2. Judicious Use of Bells -- At no time shall a single message contain more than five (5) Bell characters. The Bell feature is provided as a means of calling attention to messages of particular importance or urgency. Excessive use of the Bell may annoy the recipient and could defeat the purpose for which the Bell is intended. The great majority of messages should contain no Bell character at all.
3. Improper Signature -- It is strictly prohibited to ever sign a LEADS message for another department or in any way imply that a message was authorized by an authority other than that of the sending terminal unless such other authority has specifically requested that the message be sent.

X. OPERATING PROCEDURE REGULATIONS (Continued)

D. PROMPT ACKNOWLEDGEMENT OF MESSAGES RECEIVED

10-Minute Rule -- Except where unusual circumstances prevent compliance, all directed or administrative messages should be acknowledged by the receiving agency within 10 minutes of receipt. If a full reply can be sent within 10 minutes, the reply itself serves as the acknowledgement of receipt. If a complete reply cannot be prepared within 10 minutes, the message should be acknowledged (within 10 minutes) along with an indication as to when a complete reply can be expected.

NOTE: The 10-Minute Rule does not apply to a message broadcasted to many agencies as members of a broadcast list unless the sender specifically asks for an acknowledgement or reply.

E. SCHEDULING NON-CRITICAL TRANSACTIONS -- In the interest of preventing degraded LEADS service during LEADS' busiest periods (weekdays between 0800 and midnight), it is highly recommended that non-critical transactions be scheduled for weekends and weekdays between 0100 and 0700 hours. This will result in better service for the agency doing the scheduling and will prevent that agency from causing degraded service to other LEADS users who are running urgent transactions. Messages which should be considered for scheduling are:

- Routine I-UCR data entry.
- 10-28's for the purpose of collecting overdue parking ticket fines.
- A list of 10-28's submitted by a detective asking for checks "when time permits."
- Inquiries pertaining to routine, semi-annual validation of Hot Files records.

CAUTION: Entry, modification, cancellation, or voiding of a Hot Files record should never be scheduled for a later time.

X. OPERATING PROCEDURE REGULATIONS (Continued)

F. SERVICING NON-TERMINAL AGENCIES

The following regulations apply to any agency which routinely provides all LEADS services for one or more other criminal justice agencies which do not have their own LEADS terminals:

1. LEADS Message Service Agreement -- One copy of this Agreement must be executed with each agency which is routinely serviced. The signed Agreement must be filed with the Department of Law Enforcement.
2. Responsibility for Agreement Initiation -- The agency providing LEADS services (the LEADS terminal agency) is responsible for initiating the Service Agreement with the serviced, non-terminal agency.
3. Source of Forms -- Copies of the "LEADS Message Service Agreement" form are available from the LEADS Administrator; 501 Armory Building, Springfield, IL 62706; 217/782-7677.
4. Termination of Service Agreement -- If either party to the LEADS Message Service Agreement wishes to terminate the Agreement for any reason, the LEADS terminal agency must immediately notify the LEADS Administrator of this fact.

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LEADS REGULATIONS & POLICIES (30)

XI. ADMINISTRATIVE RESPONSIBILITIES

A. APPOINT A LEADS SUPERVISOR

1. Appointment Required -- Every LEADS terminal agency is required to appoint one employee as its LEADS Supervisor. The name of this person must be submitted to the LEADS Administrator.
2. Supervisor Qualifications -- The minimum requirements for the appointed LEADS Supervisor are:
 - a. Must be an employee under the direct management control of the chief, sheriff, superintendent, district commander, or other criminal justice agency head.
 - b. Must be thoroughly familiar with all LEADS Regulations and Policies.
 - c. Must be familiar with the LEADS Reference and Operating Manuals and all LEADS capabilities and procedures.
3. Supervisor Duties -- Some of the duties of the LEADS Supervisor will be to:
 - a. Serve as liaison with Department of Law Enforcement personnel on routine, LEADS-related matters.
 - b. Coordinate training of ALL agency personnel on LEADS capabilities, procedures, regulations and policies.
 - c. Assist the Agency Head to insure that all LEADS Regulations and Policies are followed.
 - d. Provide input to LEADS personnel of the Department of Law Enforcement regarding problems and ideas for improvement and changes to LEADS.
 - e. Insure that the LEADS Reference and Operating Manuals are properly updated in accordance with paragraph XI.B which follows.
4. Termination -- Immediately upon the termination or reassignment of the LEADS Supervisor, the Agency Head must appoint and notify the LEADS Administrator of the new LEADS Supervisor.

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LEADS REGULATIONS & POLICIES (30)

XI. ADMINISTRATIVE RESPONSIBILITIES (Continued)

B. MAINTAIN LEADS REFERENCE MANUAL

1. Must Maintain All Copies -- The LEADS terminal agency must maintain all copies of the LEADS Reference Manual that have been issued to it. This shall include:
 - a. Insuring that all pages are intact and worn pages are replaced.
 - b. Inserting all Modifications within five (5) working days after receiving them from the LEADS Data Center in Springfield.
 - c. Properly maintaining the Modification Register found in the chapter on Changes in this Manual.
 - d. Promptly returning the Receipt which accompanies each Modification.
 - e. Insuring that no changes, alterations, additions or deletions are made to the Manual other than those directed by LEADS unless prior written approval is received from the LEADS Administrator.
 - f. Returning any copies of the Manual which are no longer needed.
2. Copying Restricted -- Unless otherwise specified, copying any part or all of this Manual is prohibited! Individual pages may be copied to replace worn pages which are being discarded. Lost or missing pages may be replaced by notifying terminal KQC or by writing to LEADS Manual, 501 Armory Building, Springfield, IL 62706. Additional copies of the complete Manual may be obtained as explained below:

NOTE: Creating extra copies of part or all of this Manual by copying locally is prohibited in order to avoid the problem of keeping the extra copies current. Modifications are mailed out only for serialized copies issued from Springfield.

3. Requesting Additional Copies -- Each LEADS terminal agency is issued one (1) serialized copy of the LEADS Reference Manual. Requests for additional copies must be accompanied by written justification of the need for more than one copy. Send requests with justification to: LEADS Reference Manual, 501 Armory Building, Springfield, IL 62706.
4. Non-Supported Terminal Agency MUST Maintain One Manual -- A LEADS terminal agency using its own equipment and operating in a NON-SUPPORTED ENVIRONMENT (see paragraph IV.D of these Regulations) must maintain at least one copy of the LEADS Reference Manual as provided by LEADS. This is required even if the agency has manuals of its own which pertain specifically to its own equipment, policies, and procedures.
5. Must Maintain 'Old' Manual Too -- All of the above regulations apply to the 'old' LEADS Operating Manual (white and blue covers) until such time as it has been completely superseded by the LEADS Reference Manual.

XI. ADMINISTRATIVE RESPONSIBILITIES (Continued)

C. OBTAIN LEADS TRAINING

1. It is mandatory that an agency operating a LEADS terminal have in its employment at all times at least one (1) individual who has successfully completed a LEADS training class conducted by the Illinois Department of Law Enforcement.
2. It is highly recommended that a fully trained LEADS operator be on duty at all times.
3. It is recommended that all LEADS terminal operators and dispatchers complete a LEADS training class conducted by the Illinois Department of Law Enforcement.
4. It is highly recommended that ALL sworn officers and administrative personnel receive periodic orientation on LEADS capabilities, procedures, rules, and regulations.

D. PARTICIPATE IN LEADS WORKSHOPS/CONFERENCES

1. Annual LEADS Conference -- The Department of Law Enforcement (DLE) hosts a conference in Springfield every Fall for all LEADS participants. It is highly recommended that every LEADS terminal agency be represented at these conferences.
2. Regional LEADS Workshops -- DLE conducts one-day workshops or mini-conferences at various locations throughout the State. Generally, one workshop per year is held in each region of the State. It is highly recommended that every LEADS terminal agency be represented at a minimum of one workshop per year.

E. KNOW DAILY BULLETIN BOARD CONTENTS

1. Every day, Monday through Friday (except holidays), the LEADS Staff puts a message into LEADS which is referred to as the "BUL" or Daily Bulletin Board message. These messages contain a wide variety of information from critically important operational bulletins to nice-to-know comments.
2. All LEADS terminal agencies will be held responsible for knowledge of and compliance with ALL information and instructions promulgated through the Daily Bulletin Board.
3. When the Daily Bulletin Board asks for voluntary response to questions on LEADS-related matters, all LEADS terminal agencies are urged to respond whenever possible. This may often represent an opportunity for your department to "vote" on the future of LEADS.

XII. AUDITS OF PARTICIPATING AGENCIES

The Department of Law Enforcement reserves the right to conduct routine audits of any agency participating in LEADS at any time. The purpose of an audit will be to determine that all of these LEADS Regulations in general or certain of these Regulations in particular are being complied with.

A. AUDIT PROCEDURES

1. The Department of Law Enforcement will:

- a. Routinely give two (2) weeks notice prior to the commencement of an audit;
- b. Provide personnel to conduct the audit;
- c. Furnish a written report of its findings to the audited agency at the conclusion of the audit.

2. The agency being audited will:

- a. Make its LEADS Supervisor available to provide assistance during the audit;
- b. Make available to the auditors the Active Messages File, the Cancelled Records File (see subparagraphs VII.A.7 and 8 on page REGS-20), logs, all copies of the LEADS Reference Manual, and non-confidential case file material supporting LEADS and NCIC Hot Files entries;
- c. Permit the auditors access to all LEADS terminal operators, clerks handling I-UCR entry, and other agency personnel involved with LEADS-related activities.

B. CCH AUDITS -- Federal requirements demand that the Department of Law Enforcement select a random sample of agencies for periodic auditing in order to ensure compliance with security and privacy provisions. As these relate to CCH considerations, such audits shall be limited to:

1. Evaluation of agency compliance with secondary dissemination logging provisions outlined in subparagraph IX.B.8.d of these Regulations.
2. Terminal security.
3. Distribution of CCH Output Reports and any other CHRI supplied by the Department.

XIII. PROCEDURES FOR IMPLEMENTING CHANGES

- A. CHANGES TO THESE REGULATIONS -- If it should become necessary for the Director of the Department of Law Enforcement to change these Regulations, the following procedures will be used:
1. Filed with the SOS -- All changes to these Regulations will be filed with the Secretary of State in accordance with provisions of the Administrative Procedure Act, Illinois Revised Statutes, Chapter 127, Sections 1005 and 1006.
 2. Published in the LEADS Reference Manual -- Upon taking effect, changes to these Regulations will be published and distributed as part of a routine, bi-monthly Modification to the LEADS Reference Manual, Chapter 30.
- B. CHANGES TO LEADS SERVICES -- These Regulations require that any agency using non-standard equipment must provide access to ALL authorized LEADS files and services and permit the agency's operator to perform ALL functions that may be performed on fully-supported equipment. The one exception is on-line entry of I-UCR data. (See IV.D.2., subparagraphs i and j, page REGS-14.)

The following regulations will apply when changes are to be made to LEADS:

1. The Department of Law Enforcement will:
 - a. Announce Each Change -- Major additions or changes to LEADS services or procedures for LEADS access will be announced by DLE at least 45 days prior to the planned implementation date. Such announcements will be made as articles in the LEADS monthly Newsletter and/or as notices in the on-line Daily Bulletin Board. (See paragraph XI.E of these Regulations, page REGS-31.)
 - b. Issue Technical Bulletin -- When the DLE LEADS Staff believes that a change will dictate that technical modifications must be made by local LEADS users of non-standard equipment, a technical bulletin will be provided by DLE. The bulletin will be mailed to all requesting LEADS user agencies at least 30 days prior to the planned implementation date of the change or addition.
 - c. Provide Notice of Implementation -- When a change is implemented, DLE will immediately notify all users of that fact through the Daily Bulletin Board.
 - d. Enter An Operational Note -- When deemed necessary, DLE will enter an Operational Note into the on-line Help File to provide appropriate instructions for dealing with the change.
 - e. Publish Manual Modification -- All changes to LEADS services will be reflected in a bi-monthly LEADS Reference Manual Modification to be published by DLE no more than 90 days after the actual implementation date.

XIII.B.1. CHANGES TO LEADS SERVICES -- DLE will: (Continued)

- f. Expedite Emergency and Minor Changes -- DLE reserves the right to make emergency and minor changes and additions to LEADS without prior notice or with less notice than called for in subparagraph 'a' above. Whenever this becomes necessary, DLE will still provide notice of implementation, enter an Operational Note, and publish a Manual Modification. If deemed necessary, a technical bulletin will be issued at the earliest possible time.
2. All LEADS User Agencies will:
 - a. Stay Abreast of Changes -- All users must be aware of all changes and additions to LEADS that are announced in the Daily Bulletin Board. All LEADS operators and other appropriate personnel should be informed at the earliest possible time.
 - b. Update Manuals -- The Reference Manual Modifications must be applied to all copies as stipulated elsewhere in these Regulations. (See paragraph XI.B.1 on page REGS-30.)
3. Agencies Operating Non-Standard Equipment will:
 - a. Request Technical Bulletins -- It shall be each individual agency's responsibility to request that it be placed on the mailing list to receive technical bulletins. The request may be made by directed message to terminal KQC, or by letter to the LEADS ADMINISTRATOR, 501 Armory Building, Springfield, IL 62706.
 - b. Promptly Implement Technical Changes -- To remain in compliance with the provisos of paragraph IV.D.2, subparagraph j (page REGS-14), the agency must implement any necessary technical changes within 60 days after the actual DLE implementation date or within 60 days after the technical bulletin is received, whichever occurs first.
 - c. Request An Extension -- In any case where the agency believes it cannot comply with b, above, within the specified time frame, it must submit a written request for an extension. The request must state the circumstances necessitating the extension and give the agency's plan and target date for getting into compliance. Requests must be sent to the LEADS Administrator, 501 Armory Building, Springfield, IL 62706.

The Director of the Department of Law Enforcement will grant extensions on an individual basis depending on the circumstances involved. Either the Director or the agency may also request a hearing as provided for in Section XIV of these Regulations.

XIV. NON-COMPLIANCE

Violation of these Regulations will be dealt with on an individual basis and could result in suspension of part or all LEADS capabilities, either temporarily or completely and permanently.

The Department of Law Enforcement reserves the right to suspend all or any portion of LEADS service without prior notification.

- A. MINOR VIOLATIONS -- When a violation of these Regulations occurs that does not threaten the integrity of LEADS, the LEADS Administrator will give written notice to the guilty agency explaining the violation. Such minor violations will not justify suspension of any LEADS access or service.
- B. REPEATED, CONTINUOUS, OR MULTIPLE VIOLATIONS -- When an agency is believed to be repeatedly or continuously in violation of these Regulations or has violated multiple Regulations, the Director of the Department of Law Enforcement shall set a hearing, providing the agency with at least 20 days advance written notice of the hearing date. See Hearing Procedures below.
- C. MAJOR VIOLATIONS -- When a violation of these Regulations or related law occurs that could seriously affect the integrity of LEADS or could threaten the safety of officers or the public, the Director of the Department of Law Enforcement reserves the right to immediately suspend all or part of LEADS access or services without prior notice. When this becomes necessary, the Director will immediately notify the suspended agency by the quickest means possible with a followup letter giving the following:
 - 1. A list of the services which have been suspended;
 - 2. Reasons for suspension;
 - 3. A hearing date which shall be within 10 days of the date of suspension.

If circumstances warrant, the Director may lift the suspension prior to the hearing. Normally, however, the suspension would remain in effect at least until the hearing has been concluded.

XIV. NON-COMPLIANCE (Continued)

D. HEARING PROCEDURES -- When a hearing has been set by the Director or his designee, the following procedures will be followed:

1. The agency believed to be in non-compliance will appear at the hearing.
2. Representatives of the LEADS Advisory Policy Board will present evidence that a violation has occurred or is occurring.
3. The agency shall be given an opportunity to explain the reasons for non-compliance or explain why the agency believes that it has not committed a violation.
4. If a violation has occurred, the agency will explain the steps taken to prevent a future violation or to eliminate non-compliance.

E. DIRECTOR'S DECISION -- At the conclusion of the hearing, the Director may:

1. Suspend service;
2. Find compliance;
3. Lift a suspension already imposed;
4. Grant a period of time to comply with the Regulations.

If the Director grants additional time to comply, the Director shall set a date for a subsequent hearing to review compliance with the terms of the Director's order. At the second hearing, the Director may exercise any option he could have exercised at the original hearing.



LOCAL DEPT. NOTES
(NOTES)

CHANGES

CHANGES

Chapter 32

C H A N G E S

T a b l e o f C o n t e n t s

	<u>CHANGES-#</u>
I. INTRODUCTION	1
II. HOW TO USE THE MODIFICATION REGISTER	1
A. When a new modification arrives.	1
B. To determine if your manual is up-to-date.	1
III. IS THIS PAGE THE CURRENT VERSION?	1
IV. MODIFICATION REGISTER. (Pink Sheet)	2
V. Modification Instructions.	Following Pink Sheet*

*Instruction sheets should be filed in reverse chronological order; i.e., most recent first.

I. INTRODUCTION

LEADS is a dynamic system which is constantly undergoing changes. To keep this Reference Manual up-to-date with what is happening on the computer, the LEADS Staff issues a numbered and dated Modification to this Manual approximately once every other month, usually during odd-numbered months. A Modification generally consists of a series of pages to be inserted, a sheet of instructions, and a Receipt to be returned to LEADS.

It is very important that your Manual be kept current at all times. So important in fact, that it is required by the LEADS Regulations (page REGS-30). The Regulations also require that you properly maintain the Modification Register (pink sheet) found in this chapter.

This CHANGES 'Chapter' provides a specific place to keep a record of the 'housekeeping' work that has been done on this copy of the Reference Manual. If you are ever in doubt as to whether or not your Manual is current, you should be able to make that determination by studying the Modification Register and the Modification Instruction Sheets.

II. HOW TO USE THE MODIFICATION REGISTER

- A. When a new modification arrives -- As soon as you receive a new Modification, fill out the Receipt and return it to the address given. At the same time, turn to the Modification Register and enter the Date Published and the current date in Columns B and C respectively, opposite the Mod# that appears in the Modification Instructions. Then, proceed to follow the Modification Instructions. When all steps have been completed, put the current date in Column D and your name in Column E of the Register.
- B. To determine if your manual is up-to-date -- The last date in Column B of the Register should never be more than 3 months earlier than the present date. Modifications are scheduled to be issued every odd-numbered month. If the current date is 12/25/78 and the last date to appear in Column B is 9/78, chances are good that your Manual is missing the 11/78 Modification. This can be confirmed by sending an administrative message to terminal KQC.

- III. IS THIS PAGE THE CURRENT VERSION? -- The Modification Instruction Sheets filed behind the Modification Register (pink sheet) can be used to help determine if a particular page in your copy of the Manual is the current version of that page. For example, let's say that page CDC-4 in your Manual shows a Published Date of 9/78. It is now May, 1979, and you are wondering if perhaps CDC-4 has not been modified since 9/78. By looking at the Modification Instruction Sheets starting with the most recent and working backward, you should be able to determine if and when the Directory pages were last modified. In this example, you would probably find that MOD#19, published 3/79, affected the Agency/CDC Directory. If that is the case, your copy of CDC-4 is not the current version because the Published Date should read 3/79 instead of 9/78. At this point, you should contact the LEADS Staff to request copies of the current pages.

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SUGGESTION/CORRECTION SHEET

This sheet is provided as a means for submitting any suggestions you may have regarding the contents of the LEADS Reference Manual. Typing is not required. (In fact, comments and ideas are always welcome even if you choose not to use this sheet.)

1. Reference: Volume _____, Page _____

Chapter/Subject _____

2. Explanation:

3. Suggested Action/Solution:

4. Source:

Submitted By: _____ Rank/Title: _____

Department: _____ Date Submitted: _____

Phone Number (To be called if the editor has questions): _____

Return to: LEADS Editorial Staff, 501 Armory Building, Springfield, IL 62706.

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Submitted By: _____ Rank/Title: _____

Department: _____ Date Submitted: _____

Phone Number (To be called if the editor has questions): _____

Return to: LEADS Editorial Staff, 501 Armory Building, Springfield, IL 62706.

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CHANGES (32)

MODIFICATION REGISTER

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
MOD #	DATE PUBLISHED	DATE RECEIPT RETURNED	DATE MOD. MADE	MODIFICATION MADE BY (PERSON'S NAME)
19	3-79	5-4-79	5-4-79	Sue Catalano
20	7-79	8-20-79	8-20-79	Sue Catalano
21	7-79	8-20-79	8-20-79	Sue Catalano
22	12-79	1-8-80	1-8-80	Sue Catalano
23	4-80	4-29-80	4-29-80	Sue Catalano
24	8-80	7-30-80	7-30-80	Sue Catalano
25	12-80	1-12-81	1-12-81	"Jo"
26	7-81	8-14-81	8-14-81	Sue Catalano
27	11-81	1-12-82	1-12-82	Sue Catalano
28	2-82	5-13-82	5-13-82	Sue Catalano
29	7-82	9-27-82	9-27-82	Susan Deppe
30	4-83	6/27/83	6/27/83	Susan Deppe
31	10/83	11/20/83	11/18/83	Andy Andrews
32	6/84	8/16/84	8/17/84	Susan Deppe
33	12/84	4/15/84	4/15/84	Susan Deppe

CONTINUED ON THE OTHER SIDE

Column Explanation

- A. MOD# -- Sequential number assigned by the LEADS Staff to identify a particular Modification.
- B. DATE PUBLISHED -- Date (month/year) found opposite 'Published' at the bottom of each page that was affected by this Modification.
- C. DATE RECEIPTED FOR -- Date your department returned the Receipt for this Modification to the LEADS Staff.
- D. DATE MOD. MADE -- Date all of the steps given in the Modification Instruction Sheet were completed.
- E. MADE BY -- Name of the person who made the Modification to this copy of the Manual.

Illinois LEADS Reference Manual

501 Armory Building • Springfield, IL 62706

CHANGES (32)

MODIFICATION REGISTER

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
MOD #	DATE PUBLISHED	DATE RECEIPT RETURNED	DATE MOD. MADE	MODIFICATION MADE BY (PERSON'S NAME)
34	8/85	2/12/86	2/12/86	Susan Depp
35	8/87	6/11/87	6/12/87	Garry Roth
36	6/87	11/6/88	11/6/88	Kim Shelton
37	OK			
38	8/88	11-4-88	11-4-88	Nancy Young
39	2/6/90 3/90	6/20/90	6/20/90	Nancy Young
40	1/15/91 9/90	1/15/91	1/15/91	Nancy Young
41	2/91	6/3/91	6/3/91	Kelly Lemmon
42	5/91	6-27-91	6-27-91	Nancy Young
43	1/23/92 2/92	1/23/92	1/23/92	Nancy Young
44	7/92	8/21/92	8/21/92	Nancy Young
45	9/92	1/29/93	1/29/93	Nancy Young
46	3/93	6/25/93	6/25/93	Nancy Young
47	11/93	2/7/94	2/7/94	Nancy Young
48	7/94	7/8/94	7/8/94	Nancy Young

Column Explanation

- A. MOD# -- Sequential number assigned by the LEADS Staff to identify a particular Modification.
- B. DATE PUBLISHED -- Date (month/year) found opposite 'Published' at the bottom of each page that was affected by this Modification.
- C. DATE RECEIPTED FOR -- Date your department returned the Receipt for this Modification to the LEADS Staff.
- D. DATE MOD. MADE -- Date all of the steps given in the Modification Instruction Sheet were completed.
- E. MADE BY -- Name of the person who made the Modification to this copy of the Manual.

I N S T R U C T I O N S

MODIFICATION NUMBER: 48

DATE PUBLISHED: 7/94

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

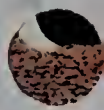
- ✓ 1. In Volume 3 of your Manual, turn to page CHANGES-3 and make sure that MOD #47 has been made. If there is no record that #47 was made, DO NOT PROCEED until you check with the LEADS User Services Staff at terminal KQC.
- N/A 2. Please use ink to make the changes listed below and on the next page.
3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
<u>✓</u> II	Volume Table of Contents	2-i through -iii (2)	2-i through -iii (2)
	9A/Field Notification Program File	No previous material to be removed.	FNPF-i through -38 (21) Insert new material after last page of Wanted Persons (Gang) Chapter (GANG-33). (Include green chapter cover sheet.)

- ✓ 4. Sign the RECEIPT and mail to the address given.
- ✓ 5. Destroy the pages removed in Step 3.
- ✓ 6. Turn to the Changes Chapter (32) in Volume 3 and make an entry on page CHANGES-3.
- ✓ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3.

PLEASE NOTE

If you have discovered any pages in the modification to be missing, or have questions about completing the modification, contact User Services at (217) 782-4155 or CDC/KQC.



I N S T R U C T I O N S

MODIFICATION NUMBER: 47

DATE PUBLISHED: 11/93

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

☒ 1. In Volume 3 of your Manual, turn to page CHANGES-3 and make sure that MOD #46 has been made. If there is no record that #46 was made, DO NOT PROCEED until you check with the LEADS User Services Staff at terminal KQC.

N/A 2. Please use ink to make the changes listed below and on the next page.

 3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
III	Volume Table of Contents	3-i through -iv (2)	3-i through -iv (2)
	20/STOLEN ARTICLES	ART-i through ART-92 (50)	ART-i through ART-104 (60)
	22/STOLEN SECURITIES	SEC-i through SEC-71 (37)	SEC-i through SEC-80 (41)
	27/LIQUOR LICENSES/SALOON	210.000 through 210.190 (6)	SAL-i through SAL-26 (14)

☒ 4. Sign the RECEIPT and mail to the address given.

☒ 5. Destroy the pages removed in Step 3.

☒ 6. Turn to the Changes Chapter (32) in Volume 3 and make an entry on page CHANGES-3.

☒ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3.

PLEASE NOTE

If you have discovered any pages in the modification to be missing, or have questions about completing the modification, contact User Services at (217) 782-4155 or CDC/KQC.



I N S T R U C T I O N S

MODIFICATION NUMBER: 46

DATE PUBLISHED: 3/93

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

- ☒ 1. In Volume 3 of your Manual, turn to page CHANGES-3 and make sure that MOD #45 has been made. If there is no record that #45 was made, DO NOT PROCEED until you check with the LEADS User Services Staff at terminal KQC.
- N/A 2. Please use ink to make the changes listed below and on the next page.
3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
<input checked="" type="checkbox"/> II	Volume Table of Contents	2-i through -iii (2)	2-i through -iii (2)
<input checked="" type="checkbox"/>	9A/Gang Member	No previous material to be removed.	GANG-i through -33 (19) Insert new material after last page of Wanted Persons Chapter (WPERS-141). (Include green chapter cover sheet.)

- ☒ 4. Sign the RECEIPT and mail to the address given.
- ☒ 5. Destroy the pages removed in Step 3.
- ☒ 6. Turn to the Changes Chapter (32) in Volume 3 and make an entry on page CHANGES-3.
- ☒ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3.

PLEASE NOTE

If you have discovered any pages in the modification to be missing, or have questions about completing the modification, contact User Services at (217) 782-4155 or CDC/KQC.

I N S T R U C T I O N S

MODIFICATION NUMBER: 45

DATE PUBLISHED: 9/92

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

_____ 1. In Volume 3 of your Manual, turn to page CHANGES-3 and make sure that MOD #44 has been made. If there is no record that #44 was made, DO NOT PROCEED until you check with the LEADS User Services Staff at terminal KQC.

N/A 2. Please use ink to make the changes listed below and on the next page.

_____ 3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
✓ I	Volume Table of Contents	1-i through -ii (1)	1-i through -ii (1)
✓	3/Field Services/HELP	HELP-i through -19 (11)	HELP-i through -45 (24)
✓	5/License	LIC-i through -61 (31)	LIC-i through -58 (30)
III ✓	Volume Table of Contents	3-i through -ii (1)	3-i through -ii (1)
✓	19/Guns	GUN-i through -232 (58)	GUN-i through -119 (61)

✓ _____ 4. Sign the RECEIPT and mail to the address given.

✓ _____ 5. Destroy the pages removed in Step 3.

_____ 6. Turn to the Changes Chapter (32) in Volume 3 and make an entry on page CHANGES-3.

my _____ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3.

PLEASE NOTE

If you have discovered any pages in the modification to be missing, or have questions about completing the modification, contact User Services at (217) 782-4155 or CDC/KQC.

I N S T R U C T I O N S

MODIFICATION NUMBER: 44

DATE PUBLISHED: 7/92

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

✓ 1. In Volume 3 of your Manual, turn to page CHANGES-3 and make sure that MOD #43 has been made. If there is no record that #43 was made, DO NOT PROCEED until you check with the LEADS User Services Staff at terminal KQC.

N/A 2. Please use ink to make the changes listed below and on the next page.

3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
✓ III	Volume Table of Contents	3-i through -ii (1)	3-i through -ii (1)
✓	16/CDC	CDC-i through -115 (60)	CDC-i through -133 (69)
✓	17/Directed Messages	DIR-i through -33 (19)	DIR-i through -29 (16)
✓	18/NLETS	NLETS-i through -53 (14)	NLETS-i through -5 (4)

✓ 4. Sign the RECEIPT and mail to the address given.

5. Destroy the pages removed in Step 3.

✓ 6. Turn to the Changes Chapter (32) in Volume 3 and make an entry on page CHANGES-3.

7. Insert these INSTRUCTIONS immediately behind page CHANGES-3.

PLEASE NOTE

If you have discovered any pages in the modification to be missing, or have questions about completing the modification, contact User Services at (217) 782-4155 or CDC/KQC.

Please keep in mind information contained in the CDC Directory becomes outdated quickly. LEADS User Services maintains a current computerized file; however, it is not always reflected in the CDC Directory due to the time involved in producing modifications.

I N S T R U C T I O N S

MODIFICATION NUMBER: 43

DATE PUBLISHED: 2/92

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

____ 1. In Volume 3 of your Manual, turn to page CHANGES-3 and make sure that MOD #42 has been made. If there is no record that 42 was made, DO NOT PROCEED until you check with the LEADS User Services Staff at terminal KQC.

N/A 2. Please use ink to make the changes listed below and on the next page.

____ 3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
✓ I	4/HIT PROCEDURES	HIT-i through -29 (17)	HIT-i through -29 (16)
✓ II	9A/WANTED PERSONS	WPERS-i through -141 (73)	WPERS-i through -141 (73)
✓	11/ALIASES	ALIAS-i through -29 (17)	ALIAS-i through -28 (16)

✓ 4. Sign the RECEIPT and mail to the address given.

✓ 5. Destroy the pages removed in Step 3.

✓ 6. Turn to the Changes Chapter (32) in Volume 3 and make an entry on page CHANGES-3.

✓ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3.

PLEASE NOTE

If you have discovered any pages in the modification to be missing, or have questions about completing the modification, contact User Services at (217) 782-4155 or CDC/KQC.

Please keep in mind information contained in the CDC Directory becomes outdated quickly. LEADS User Services maintains a current computerized file; however, it is not always reflected in the CDC Directory due to the time involved in producing modifications.

I N S T R U C T I O N S

MODIFICATION NUMBER: 42

DATE PUBLISHED: 5/91

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

_____ 1. In Volume 3 of your Manual, turn to page CHANGES-3 and make sure that MOD #41 has been made. If there is no record that 41 was made, DO NOT PROCEED until you check with the LEADS User Services Staff at terminal KQC.

N/A 2. Please use ink to make the changes listed below and on the next page:

_____ 3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
I	6/VEHICLES	VEH-i through -199 (101)	VEH-i through -211 (107)

✓ _____ 4. Sign the RECEIPT and mail to the address given.

✓ _____ 5. Destroy the pages removed in Step 3.

✓ _____ 6. Turn to the Changes Chapter (32) in Volume 3 and make an entry on page CHANGES-3.

✓ _____ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3.

PLEASE NOTE

If you have discovered any pages in the modification to be missing, or have questions about completing the modification, contact User Services at (217) 782-4155 or CDC/KQC.

Please keep in mind information contained in the CDC Directory becomes outdated quickly. LEADS User Services maintains a current computerized file; however, it is not always reflected in the CDC Directory due to the time involved in producing modifications.

I N S T R U C T I O N S

MODIFICATION NUMBER: 41

DATE PUBLISHED: 2/91

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

- ✓ 1. In Volume 3 of your Manual, turn to page CHANGES-3 and make sure that MOD #40 has been made. If there is no record that 40 was made, DO NOT PROCEED until you check with the LEADS User Services Staff at terminal KQC.
- N/A 2. Please use ink to make the changes listed below and on the next page:
- ✓ 3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
II	14/APPENDICES	APPX-8 ✓ (1)	APPX-8 ✓ (1)
III	16/AGENCY/CDC DIRECTORY	CDC-i ✓ (1) CDC-10 through -101 (47) Agency Correction Sheet (1)	CDC-i ✓ (1) CDC-10 through -114 (53) CDC-115 (1)
III	23/VALIDATIONS	VAL-i through -14 (8)	VAL-i through -15 (11)

- ✓ 4. Sign the RECEIPT and mail to the address given.
- ✓ 5. Destroy the pages removed in Step 3.
- ✓ 6. Turn to the Changes Chapter (32) in Volume 3 and make an entry on page CHANGES-3.
- ✓ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3.

PLEASE NOTE

If you have discovered any pages in the modification to be missing, or have questions about completing the modification, contact User Services at (217) 782-4155 or CDC/KQC.

Please keep in mind information contained in the CDC Directory becomes outdated quickly. LEADS User Services maintains a current computerized file; however, it is not always reflected in the CDC Directory due to the time involved in producing modifications.

I N S T R U C T I O N S

MODIFICATION NUMBER: 40

DATE PUBLISHED: 9/90

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

✓ 1. In Volume 3 of your Manual, turn to page CHANGES-3 and make sure that MOD #39 has been made. If there is no record that 39 was made, DO NOT PROCEED until you check with the LEADS User Services Staff at terminal KQC.

N/A 2. Please use ink to make the changes listed below and on the next page:

_____ 3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
I	Volume Table of Contents (Inside front cover)	1-i ✓ (1)	1-i ✓ (1)
	3/FIELD SERVICES	HELP-i through -1 ✓ (2)	HELP-i through -19 (11)
II	9A/WANTED PERSONS	WPERS-73 through -74 ✓ (1)	WPERS-73 through -74 ✓ (1)
	9B/MISSING PERSONS	MPERS-13 through -14 ✓ (1) MPERS-17 through -18 ✓ (1) MPERS-35 through -38 ✓ (2) MPERS-41 through -46 ✓ (3) MPERS-55 through -56 ✓ (1)	MPERS-13 through -14 ✓ (1) MPERS-17 through -18 (1) MPERS-35 through -38 ✓ (2) MPERS-41 through -46 ✓ (3) MPERS-55 through -56 ✓ (1)
	11/ALIASES	ALIAS-9 through -10 ✓ (1)	ALIAS-9 through -10 ✓ (1)
III	Volume Table of Contents (Inside front cover)	3-i through -ii ✓ (1)	3-i through -ii ✓ (1)
	19/GUNS	GUNS-131 through -165 ✓ (18)	GUNS-131 through -165 ✓ (18)
	20/ARTICLES	ART-i through -165 ✓ (48)	ART-i through -92 ✓ (50)
	24/UCR (Follows Validation Chapter)		UCR TAB (1) (Preceding UCR-i) ✓

(Continued)

- ✓ 4. Sign the RECEIPT and mail to the address given.
- ✓ 5. Destroy the pages removed in Step 3.
- ✓ 6. Turn to the Changes Chapter (32) in Volume 3 and make an entry on page CHANGES-3.
- ✓ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3.

PLEASE NOTE

If you have discovered any pages in the modification to be missing, or have questions about completing the modification, contact User Services at (217) 782-4155 or CDC/KQC.

I N S T R U C T I O N S

MODIFICATION NUMBER: 39

DATE PUBLISHED: 3/90

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

_____ 1. In Volume 3 of your Manual, turn to page CHANGES-3 and make sure that MOD #38 has been made. If there is no record that 38 was made, DO NOT PROCEED until you check with the LEADS User Services Staff at terminal KQC.

N/A 2. Please use ink to make the changes listed below and on the next page:

_____ 3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
I	Volume Table of Contents (Inside front cover)	1-i (1)	1-i (1)
	2/GLOSSARY	GLOS-11 (1) GLOS-27 (1)	GLOS-11 (1) GLOS-27 (1)
	4/HIT PROCEDURES	HIT-i through -17 (10)	HIT-i through -29 (17)
	5/LICENSE PLATES	LIC-31 (1)	LIC-31 (1)
	6/VEHICLES	VEH-i through -191 (97)	VEH-i through -199 (101)
	7/1028	1028-9 through -11 (2)	1028-9 through -11 (2)
II	Volume Table of Contents (Inside front cover)	2-iii (1)	2-iii (1)
	9A/WANTED PERSONS	WPERS-1 (1) WPERS-11 (1) WPERS-41 through -43 (2) WPERS-111 (1)	WPERS-1 (1) WPERS-11 (1) WPERS-41 through -43 (2) WPERS-111 (1)
	14/APPENDICES	APPX-i through -4 (3)	APPX-i through -8 (6)

(Continued)

- _____ 4. Sign the RECEIPT and mail to the address given.
- _____ 5. Destroy the pages removed in Step 3.
- _____ 6. Turn to the Changes Chapter (32) in Volume 3 and make an entry on page CHANGES-3.
- _____ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3.

PLEASE NOTE

If you have discovered any pages in the modification to be missing, or have questions about completing the modification, contact User Services at (217) 782-4155 or CDC/KQC.

I N S T R U C T I O N S

MODIFICATION NUMBER: 38

DATE PUBLISHED: 8/88

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

✓ 1. In Volume 3 of your Manual, turn to page CHANGES-3 and make sure that MOD #37 has been made. If there is no record that 37 was made, DO NOT PROCEED until you check with the LEADS User Services Staff at terminal KQC.

N/A 2. Please use ink to make the changes listed below and on the next page:

_____ 3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
I	(Inside front cover) ✓	1-i (1)	1-i (1)
	4/HIT PROCEDURES ✓	HIT-i (1)	HIT-i (1)
	5/LICENSE PLATES ✓	LIC-i through -159 (32)	LIC-i through -61 (32)
	6/VEHICLES	VEH-43 ✓ (1)	VEH-43 (1)
		VEH-47 through -54 ✓ (4)	VEH-47 through -54 (4)
		VEH-83 through -86 ✓ (2)	VEH-83 through -86 (2)
		VEH-91 ✓ (1)	VEH-91 (1)
		VEH-95 ✓ (1)	VEH-95 (1)
		VEH-103 through -112 ✓ (5)	VEH-103 through -112 (5)
		VEH-117 ✓ (1)	VEH-117 (1)
II	(Inside front cover)	2-i ✓ (1)	2-i through -iii (2)
	9A/WANTED PERSONS	WPERS-1 ✓ (1)	WPERS-1 (1)
		WPERS-103 ✓ (1)	WPERS-103 (1)
	9B/MISSING PERSONS	MPERS-23 through -25 ✓ (2)	MPERS-23 through -25 (2)
		MPERS-91 ✓ (1)	MPERS-91 (1)
	9C/UNIDENTIFIED PERSONS	UPERS-5 ✓ (1)	UPERS-5 (1)
		UPERS-55 ✓ (1)	UPERS-55 (1)
	10/ORDERS OF PROTECTION	None	ORDER-i through -59 ✓ (31)
	13/CRIMINAL HISTORY RECORD INFORMATION	CHRI-i through -151 ✓ (42)	CHRI-i thorough -89 (46)
	14/APPENDICES	APPX-4 ✓ (1)	APPX-4 (1)

(Continued)

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
III	(Inside front cover)	3-iii ✓ (1)	3-iii (1)
	16/AGENCY/CDC DIRECTORY	CDC-4 ✓ (1)	CDC-4 (1)
		"CDC AGENCY NAME & ADDRESS" form 4/88 ✓ (1)	"CDC AGENCY NAME & ADDRESS" form 8/88 (1)
		CDC-10 through -32 ✓ (12)	CDC-10 through -101 (46)
		"AGENCY INFORMATION CHANGE/CORRECTION" form (old copy) ✓ (1)	"AGENCY INFORMATION CHANGE/CORRECTION" form 8/88 (1)
	19/GUNS	GUN-153 through -156 ✓ (2)	GUN-153 through -156 (2)
	25/FIREARM OWNERS	FOID-i through -8 (5)	FOID-i through -22 (12)

- ✓ 4. Sign the RECEIPT and mail to the address given.
- ✓ 5. Destroy the pages removed in Step 3.
- ✓ 6. Turn to the Changes Chapter (32) in Volume 3 and make an entry on page CHANGES-3.
- ✓ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3.

PLEASE NOTE

In order to keep your agency's address and telephone number current in the CDC Directory, please refer to Part II on pages CDC-1 and -2. Following the CDC Directory in this chapter is an "AGENCY INFORMATION CHANGE/CORRECTION" form for you to use in keeping us informed. One form will be printed with each modification. This form should be completed and returned only if your agency's data is incorrect and needs to be changed. Please fill in ALL the bold fields and any other fields that need corrected. If you need extra forms, please contact User Services at (217) 782-4155 or CDC/KQC.

I N S T R U C T I O N S

MODIFICATION NUMBER: 37

DATE PUBLISHED: 4/88

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

✓ 1. In Volume 3 of your Manual, turn to page CHANGES-3 and make sure that MOD #36 has been made. If there is no record that 36 was made, DO NOT PROCEED until you check with the LEADS User Services Staff at terminal KQC.

N/A 2. Please use ink to make the changes listed below and on the next page:

✓ 3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
I	(Inside front cover) ✓	1-i (1)	1-i (1)
	1/INTRODUCTION ✓	INTRO-i through -10 (6)	INTRO-i through -9 (6)
	2/GLOSSARY ✓	GLOS-1 through -56 (28)	GLOS-1 through -47 (24)
	3/FIELD SERVICES ✓	None	HELP-i through -1 (2)
	4/HIT PROCEDURES ✓	HIT-1 through -17 (9)	HIT-1 through -17 (9)
	5/LICENSE PLATES ✓	LIC-135 (1)	LIC-135 (1)
	6/VEHICLES ✓	VEH-43 through -54 (6)	VEH-43 through -54 (6)
		VEH-61 (1)	VEH-61 (1)
		VEH-85 (1)	VEH-85 (1)
		VEH-91 through -94 (2)	VEH-91 through -94 (2)
II		VEH-97 through -104 (4)	VEH-97 through -104 (4)
		VEH-107 through -119 (7)	VEH-107 through -119 (7)
	(Inside front cover) ✓	2-i (1)	2-i (1)
	9A/WANTED PERSONS ✓	WPERS-1 through -4 (2)	WPERS-1 through -4 (2)
		WPERS-19 through -22 (2)	WPERS-19 through -22 (2)
		WPERS-25 (1)	WPERS-25 (1)
		WPERS-103 (1)	WPERS-103 (1)
	9B/MISSING PERSONS ✓	MPERS-3 through -6 (2)	MPERS-3 through -6 (2)
		MPERS-11 (1)	MPERS-11 (1)
		MPERS-17 (1)	MPERS-17 (1)
		MPERS-31 through -34 (2)	MPERS-31 through -34 (2)
		MPERS-53 (1)	MPERS-53 (1)
		MPERS-97 through -100 (2)	MPERS-97 through -100 (2)
		MPERS-109 (1)	MPERS-109 (1)
		MPERS-113 through -116 (2)	MPERS-113 through -116 (2)
	9C/UNIDENTIFIED PERSONS ✓	None	UPERS-i through -122 (62)

(Continued)

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
III	(Inside front cover) ✓	3-i (1)	3-i (1)
	16/AGENCY/CDC DIRECTORY ✓	None	"CDC AGENCY NAME & ADDRESS" form (1)
		CDC-10 through -35 (13)	CDC-10 through -32 (12)
		None	"AGENCY INFORMATION CHANGE/CORRECTION" form (1)
	19/GUNS ✓	GUN-137 through -142 (3)	GUN-137 through -142 (3)
		GUN-145 (1)	GUN-145 (1)
		GUN-153 (1)	GUN-153 (1)
		GUN-159 (1)	GUN-159 (1)
	20/ARTICLES ✓	ART-147 (1)	ART-147 (1)
	21A/BOATS ✓	BOAT-161 (1)	BOAT-161 (1)

- _____ 4. Sign the RECEIPT and mail to the address given.
- _____ 5. Destroy the pages removed in Step 3.
- _____ 6. Turn to the Changes Chapter (32) in Volume 3 and make an entry on page CHANGES-3.
- _____ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3.

PLEASE NOTE

In order to keep your agency's address and telephone number current in the CDC Directory, please refer to Part II on pages CDC-1 and -2. Following the CDC Directory in this chapter is an "AGENCY INFORMATION CHANGE/CORRECTION" form for you to use in keeping us informed. One form will be printed with each modification. This form should be completed and returned only if your agency's data is incorrect and needs to be changed. Please fill in ALL the bold fields and any other fields that need corrected. If you need extra forms, please contact User Services at (217) 782-4155 or CDC/KQC.

I N S T R U C T I O N S

MODIFICATION NUMBER: 36

DATE PUBLISHED: 6/87

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

1 1. In Volume 3 of your Manual, turn to page CHANGES-3 and make sure that MOD #35 has been made. If there is no record that 35 was made, DO NOT PROCEED until you check with the LEADS User Services Staff at terminal KQC.

N/A 2. Please use ink to make the changes listed below and on the next page:

1 3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
I	7/VEHICLE REGISTRATIONS ✓	1028-9 through -12 (2)	1028-9 through -12 (2)
II	9A/WANTED PERSONS ✓	WPERS-77 (1)	WPERS-77 (1)
	9B/MISSING PERSONS ✓	MPERS-3 thru -6 (2) MPERS-109 (1) MPERS-113 thru -116 (2)	MPERS-3 thru -6 (2) MPERS-109 (1) MPERS-113 thru -116 (2)
	14/APPENDICES ✓	APPX-4 (1)	APPX-4 (1)
III	(Inside front cover) ✓	3-iii (1)	3-iii (1)
	16/AGENCY/CDC DIRECTORY ✓	CDC-10 thru -40 (16) None	CDC-10 thru -35 (13) "AGENCY INFORMATION CHANGE/CORRECTION" form (1)
	19/GUNS ✓	GUN-1 (1)	GUN-1 (1)
	21A/BOATS ✓	BOAT-1 (1)	BOAT-1 (1)
	24/UNIFORM CRIME REPORTS ✓	None	UCR-i thru -44 (23) NOTE: There is no tab for this chapter; insert pages immediately after page VAL-14 of Chapter 23, Vali- dations.

(Continued)

I N S T R U C T I O N S

- _____ 4. Sign the RECEIPT and mail to the address given.
- _____ 5. Destroy the pages removed in Step 3.
- _____ 6. Turn to the Changes Chapter (32) in Volume 3 and make an entry on page CHANGES-3.
- _____ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3.

PLEASE NOTE

In order to keep your agency's address and telephone number current in the CDC Directory, please refer to Part II on pages CDC-1 and -2. Following the CDC Directory in this chapter is an "AGENCY INFORMATION CHANGE/CORRECTION" form for you to use in keeping us informed. One form will be printed with each modification. This form should be completed and returned only if your agency's data is incorrect and needs to be changed. Please fill in ALL the bold fields and any other fields that need corrected. If you need extra forms, please contact User Services at (217) 782-4155 or CDC/KQC.

If you need to make LEADS Supervisor changes, contact your field advisor for the necessary forms.

I N S T R U C T I O N S

MODIFICATION NUMBER: 35

DATE PUBLISHED: 2/87

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

☒ 1. In Volume 3 of your Manual, turn to page CHANGES-2 and make sure that MOD #34 has been made. If there is no record that 34 was made, DO NOT PROCEED until you check with the LEADS User Services Staff at terminal KQC.

N/A 2. Please use ink to make the changes listed below and on the next page:

☒ 3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
<input checked="" type="checkbox"/> I	4/HIT PROCEDURES	HIT-13 (1)	HIT-13 (1)
<input checked="" type="checkbox"/>	5/LICENSE PLATES	LIC-127 through -130 (2)	LIC-127 through -130 (2)
<input checked="" type="checkbox"/>	6/VEHICLES	VEH-43 through -53 (6) VEH-57 through -60 (2) VEH-63 (1) VEH-67 through -70 (2) VEH-73 through -78 (3) VEH-83 through -86 (2) VEH-91 through -100 (5) VEH-103 through -119 (9) VEH-159 through -162 (2)	VEH-43 through -54 (6) VEH-57 through -60 (2) VEH-63 (1) VEH-67 through -70 (2) VEH-73 through -78 (3) VEH-83 through -86 (2) VEH-91 through -100 (5) VEH-103 through -119 (9) VEH-159 through -162 (2)
<input checked="" type="checkbox"/>	7/VEHICLE REGISTRATIONS	1028-7 through -12 (3)	1028-7 through -12 (3)
<input checked="" type="checkbox"/> II	(Inside front cover)	2-i (1)	2-i (1)
<input checked="" type="checkbox"/>	9/PERSONS (WANTED, MISSING, UNIDENTIFIED)	PERS-i through -222 (91)	WANTED PERSONS (9A) (behind red tab "WANTED PERSONS") WPERS-i through -141 (72) MISSING PERSONS (9B) (behind red tab "MISSING PERSONS") MPERS-i through -116 (60)
<input checked="" type="checkbox"/> III	16/AGENCY/CDC DIRECTORY	CDC-4 (1) CDC-10 thru 38 (14) "AGENCY DATA CORRECTION" form (1)	CDC-4 (1) CDC-10 through -40 (16) "AGENCY INFORMATION CHANGE/CORRECTION" form (1)

(Continued)

I N S T R U C T I O N S

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
✓	17/DIRECTED MESSAGES	DIR-13 (1)	DIR-13 (1)
✓	18/NLETS	NLETS-9 (1)	NLETS-9 (1)
✓	19/GUNS	GUN-133 through -156 (12) GUN-159 through -164 (3)	GUN-133 through -156 (12) GUN-159 through -164 (3)
✓	20/ARTICLES	ART-129 (1) ART-133 through -138 (3)	ART-129 (1) ART-133 through -138 (3)
✓	23/VALIDATION	VAL-i through -14 (8)	VAL-i through -14 (8)

- ✓ 4. Sign the RECEIPT and mail to the address given.
- ✓ 5. Destroy the pages removed in Step 3.
- ✓ 6. Turn to the Changes Chapter (32) in Volume 3 and make an entry on page CHANGES-3.
- ✓ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3.

PLEASE NOTE

In order to keep your agency's address and telephone number current in the CDC Directory, please refer to Part II on pages CDC-1 and -2. Following the CDC Directory in this chapter is an "AGENCY INFORMATION CHANGE/CORRECTION" form for you to use in keeping us informed. One form will be printed with each modification. This form should be completed and returned only if your agency's data is incorrect and needs to be changed. Please fill in ALL the bold fields and any other fields that need corrected. If you need extra forms, please contact User Services at (217) 782-4155 or CDC/KQC.

Make sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

- ✓ 1. In Volume 3 of your Manual, turn to page CHANGES-2 (pink card) and make sure that MOD #33 has been made. If there is no record that 33 was made, DO NOT PROCEED until you check with the LEADS User Services Staff at terminal KQC.
- N/A 2. Please use ink to make the changes listed below and on the next page.
- ✓ 3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
✓ I	(Inside front cover)	1-i through -iii (2)	1-i through -ii (1)
✓	4/HIT PROCEDURES (was OPERATING TECHNIQUES)	104.710 through 104.714 (3)	HIT-i through -17 (10)
✓	6/VEHICLES	VEH-43 through -53 (6) VEH-165 (1)	VEH-43 through -53 (6) VEH-165 (1)
✓	7/VEHICLE REGISTRATIONS	1028-9 through -12 (2)	1028-9 through -12 (2)
✓	8/DRIVERS	1027-31 (1)	1027-31 (1)
II ✓	(Inside front cover)	None	2-i (1)
✓	13/CRIMINAL HISTORY RECORD INFORMATION	CHRI-iii (1) None	CHRI-iii (1) CHRI-149 through -151 (2)
III ✓	(Inside front cover)	2-i through -iv (2)	3-i through -iv (2)
✓	16/AGENCY/CDC DIRECTORY	Old Agency Data Correction Form (1)	New Agency Data Correction Form (1)
✓	17/DIRECTED MESSAGES	TYPE3-i through -101 (9)	DIR-i through -35 (19)
✓	18/NLETS	NLETS-7 through -10 (2)	NLETS-7 through -10 (2)
✓	19/GUNS	GUN-131 (1) GUN-135 through -144 (5) GUN-147 through -154 (4) GUN-157 (1) GUN-161 (1)	GUN-131 (1) GUN-135 through -144 (5) GUN-147 through -154 (4) GUN-157 (1) GUN-161 (1)
✓	23/VALIDATIONS	None	VAL-i through -14 (8)
✓	25/FIREARM OWNERS IDENTI- FICATION	104.000 (1)	FOID-i through -8 (5)

(Continued)

I N S T R U C T I O N S

- ✓ 4. Sign the RECEIPT and mail to the address given.
- ✓ 5. Destroy the pages removed in Step 3.
- ✓ 6. Turn to the Changes Chapter (32) in Volume 3 and make an entry on the pink card (page CHANGES-2) opposite MOD #34.
7. Insert these INSTRUCTIONS immediately behind page CHANGES-3 (pink card).

PLEASE NOTE

In order to keep your agency's address and telephone number current in the CDC Directory, please refer to Part II on pages CDC-1 and -2. Following the CDC Directory in this chapter is an 'AGENCY DATA CORRECTION' form for you to use in keeping us informed. One form will be printed with each modification. This form should be completed and returned only if your agency's data is incorrect and needs to be changed. Please fill in all the blanks, even if only one field is incorrect. If you need extra forms, please contact User Services at (217) 782-7114 or CDC/KQC.

If you need to make LEADS Supervisor changes, contact your field advisor for the necessary forms.

I N S T R U C T I O N S

MODIFICATION NUMBER: 33

DATE PUBLISHED: 12/84

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

1. In Volume 2 of your Manual, turn to page CHANGES-2 (pink card) and make sure that MOD #32 has been made. If there is no record that 32 was made, DO NOT PROCEED until you check with the LEADS Quality Control Staff at terminal KQC.

2. Please use ink to make the changes listed below and on the next page:

VOL.	CHAPTER	PAGE NO.	PEN & INK CHANGE
			The 'Published' date for all Pen & Ink changes should be 12/84.
I	6/VEHICLES	VEH-43 ✓	AUTOMOBILES (Continued) H. <u>STYLE CODES (VST)</u> <u>AUTOMOBILE STYLE TABLE</u> - Change RH Retractable Hardtop to read: 'Removable/Retractable Hardtop'
		VEH-45 ✓	<u>AUTOMOBILE VMA and VMO Codes by Make and by VMA</u> - Add the following Vehicle Make/Models and Codes: 'BUIC SOM Buick/Somerset' 'CHEV SPE Chevrolet/Spectrum' 'CHEV SPR Chevrolet/Sprint' 'CHRY COM Chrysler/Commander'
		VEH-47 ✓	- Add the following Vehicle Make/Model and Code: 'FORD MER Ford/Merkur XR4Ti'
		VEH-49 ✓	- Add the following Vehicle Make/Model and Code: 'LOND London Motors Corporation'
		VEH-50 ✓	- Add the following Vehicle Make/Model and Code: 'OLDS CAL Oldsmobile/Calais'
		VEH-58 ✓	MOTORCYCLES (Continued) H. <u>STYLE CODES (VST)</u> - Add the following VST and CYCLE STYLE: 'MV Multi-Wheel Vehicle (A vehicle with two or more wheels that was produced for off-road use, but has been licensed as street-legal, e.g., three- and four-wheel motorcycles.)

(Continued)

VOL.	CHAPTER	PAGE NO.	PEN & INK CHANGE
I	9/PERSONS	VEH-60 ✓	<u>MOTORCYCLE, MOPED, Etc. VMA and VMO Codes by Make</u> - Add the following Motorcycle Make/Model and Code: 'GABB CYL Gabbiano'
		VEH-76 ✓	<u>CONSTRUCTION EQUIPMENT VMA and VMO Codes by Make</u> - Add the following Construction Equipment Make/Models and Codes: 'JLGI CE J.L.G. Industries' 'MAUL CE Mauldin Mfg. Company, Inc.'
		VEH-77 ✓	- Add the following Construction Equipment Make/Model and Code: 'RHIN CE Rhino Tool Company'
		VEH-78 ✓	- Add the following Construction Equipment Make/Model and Code: 'VERM CE Vermette Machine Company'
		VEH-135 ✓	<u>CATEGORY (CAT) FIELD CODES TABLE (Continued)</u> - Add the following Category Names and Codes: 'Sail SL' 'Wheel WH'
		✓	- Add '(includes altimeter)' to Vehicle Gauge VG.
		PER-156 ✓	<u>FIELD DESCRIPTION & CODES</u> - Cross out the following part: 'L. NOTES: Records entered prior to June of 1973 that are still on file may contain two-character codes as follows: Bald - 00, Black - BK, Blond - BN, Brown - BR, Gray - GY, Red or Auburn - RD, Sandy - SN, White - WH, Unknown - XX.'
		NLETS-8 ✓	<u>NLETS REGION CODES TABLE</u> - Add the following code and territory to Region D: 'VI Virgin Islands'
		GUN-131 ✓	- Add the following Gun Codes, Makes, Models, or Trade-marks and Countries to the pages indicated: 'AAR American Arms, Inc.--US--(Garden Grove, CA)'
		GUN-135 ✓	'ACL Britarms of England--EN--(Imported by Action Arms Ltd. of Philadelphia, PA)'
II	19/GUNS	GUN-139 ✓	'DDE Dornaus & Dixon Enterprises, Inc.--US--(Huntington Beach, CA)'
		GUN-144 ✓	'GUN Gun Works Limited--US--(Tonawanda, NY)'
		GUN-151 ✓	'MRI Maroccini--IT--(Brescia, IT)'
		GUN-153 ✓	'NCI North China Ind.--(Distributed in Clayco, KS)'
		GUN-158 ✓	'SRF Serrifile, Inc.--US--(Lancaster, CA)'
		GUN-162 ✓	'TON Tonolini--IT--(Model 440 Shotgun)'

(Continued)

VOL.	CHAPTER	PAGE NO.	PEN & INK CHANGE
II	20/ARTICLES		<u>ARTICLE NAME - TYPE CODE DICTIONARY</u> - Cross out the following Type Codes and Article Names on the pages indicated: ART-133 ✓ 'EALTIME Altimeter' ART-134 ✓ 'ECOMPAC Compactor, Construction' ✓ 'CEXPOSE Exposure Meter' ✓ 'AFRAME Frame, Cycle' ART-136 ✓ 'SOUTBOA Motor, Outboard (for boat)' ART-137 ✓ 'SSAIL Sail' - Add the following Type Codes and Article Names to the page indicated: ART-134 ✓ 'ETAMPER Compactor'

3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
I ✓	(Inside front cover)	1-i thru -iii (2)	1-i thru -iii (2)
✓	6/VEHICLES	VEH-137 thru -140 (2)	VEH-137 thru -140 (2)
✓	7/VEHICLE REGISTRATIONS	1028-9 thru -12 (2)	1028-9 thru -12 (2)
✓	12/ADD-ONS	102.000 thru 102.560 (3)	ADD-i thru -27 (15)
II ✓	(Inside front cover)	2-iii (1)	2-iii (1)
✓	16/AGENCY/CDC DIRECTORY (AGENCY DATA CORRECTION Form)	CDC-6 thru -37 (13)	CDC-6 thru -38 (15) (1)
✓	22/SECURITIES	98.000 thru 99.990 (8) SEC-159 thru -171 (7)	SEC-i thru -71 (37)
	29/TERMINAL EQUIPMENT	50.800 - 53.530 (17)	None

(Continued)

- ☒ 4. Sign the RECEIPT and mail to the address given.
- ☒ 5. Destroy the pages removed in Step 3.
- ☒ 6. Turn to the Changes Chapter (32) in Volume 2 and make an entry on the pink card (page CHANGES-2) opposite MOD #33.
- ☐ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3 (pink card).

PLEASE NOTE

In order to keep your agency's address and telephone number current in the CDC Directory, please refer to Part II on pages CDC-1 and -2. Following the CDC Directory in this chapter is an 'AGENCY DATA CORRECTION' form for you to use in keeping us informed. One form will be printed with each modification. This form should be completed and returned only if your agency's data is incorrect and needs to be changed. Please fill in all the blanks, even if only one field is incorrect. If you need extra forms, please contact Quality Control at (217) 782-7114 or CDC/KQC.

If you need to make LEADS Supervisor changes, contact your field advisor for necessary forms.

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

✓ 1. In Volume 2 of your Manual, turn to page CHANGES-2 (pink card) and make sure that MOD #31 has been made. If there is no record that 31 was made, DO NOT PROCEED until you check with the LEADS Quality Control Staff at terminal KQC.

✓ 2. Please use ink to make the changes listed below and on the next page:

VOL.	CHAPTER	PAGE NO.	PEN & INK CHANGE
			The 'Published' date for all Pen & Ink changes should be 6/84.
I	5/LICENSE PLATES	✓ LIC-129	FIELD DESCRIPTION & CODES J. <u>PURPOSE</u> - Change 'VEH-144' to read: 'VEH-165'
		✓ LIC-159	XII. <u>AUTOMATIC PURGING</u> A. <u>CHF PURGE SCHEDULE</u> 1. <u>LEADS</u> b. <u>Other Plates</u> - Change sentence to read: 'All Illinois plate types not on a staggered registration program and all out-of-state plates are purged <u>as they expire.</u> '
I	9/PERSONS	PERS-66	V.A.2. <u>LEADS Entry Documentation Requirements (Continued)</u> c. <u>Missing Persons --</u> - Cross out the following phrase: 'verify the person's date of birth if he/she is a juvenile.' - Add the following statement: ' <u>NOTE:</u> When entering a missing person record on a subject classified as a Juvenile, a missing person report filed with a police agency is all that is needed. A missing person report is NOT required to be accompanied by a written statement from parents.'
I	13/CRIMINAL HISTORY RECORD INFORM.	✓ CHRI-146	<u>GLOSSARY (Continued)</u> <u>MNU</u> - Field Code for <u>Miscellaneous Identifying Number</u> . - Change last sentence to read: 'See page CHRI-132 for more information.'

(Continued)

VOL.	CHAPTER	PAGE NO.	PEN & INK CHANGE
II	18/NLETS	NLETS-6	III. <u>NLETS MESSAGE DESTINATION CODING (Continued)</u> B. <u>SENDING TO MULTIPLE DESTINATIONS</u> 2. <u>Examples of Allowable Destination Combinations</u> b. <u>Multiple States:</u> - Change 'I3IL,MO,KY,IN,IA.' to read: 'I3MO,KY,IN,IA,MI.' - Add the following statement: ' <u>NOTE:</u> When sending messages to a two-character state code, do NOT send to 'IL'. Illinois agencies should be addressed by their specific ORI numbers.'
		NLETS-7	<u>STATE/FEDERAL AGENCY CODE TABLE</u> - Add the following code and territory: 'VI Virgin Islands'
II	20/ARTICLES	ART-126	<u>FIELD DESCRIPTION & CODES</u> K. <u>ALLOWABLE DATA AND EDITS:</u> - Add the following statement: 'The OAN must contain at least one numeric.'

3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
I	✓ (Inside front cover)	1-i (1)	1-i thru -1-iii (2)
	✓ 6/VEHICLES	VEH-0 thru -173 (99) (Entire Chapter)	VEH-i thru -192 (97)
	✓ 9/PERSONS	PERS-169 thru -178.5 (8)	PERS-169 thru -178.3 (7)
	✓ 11/ALIASES	96.000 thru 96.480 (2)	ALIAS-i thru -29 (16)
II	✓ 16/AGENCY/CDC DIRECTORY (AGENCY DATA CORRECTION Form)	CDC-6 (1)	CDC-6 (1)
	✓ 19/GUNS	✓ GUN-131 thru -166 (18) ✓ GUN-203 (1)	GUN-131 thru -165 (18) GUN-203 thru -204 (3)
	20/ARTICLES	✓ ART-133 thru -139 (4)	ART-133 thru -138 (3)

(Continued)

- ☒ 4. Sign the RECEIPT and mail to the address given.
- ☒ 5. Destroy the pages removed in Step 3.
- ☒ 6. Turn to the Changes Chapter (32) in Volume 2 and make an entry on the pink card (page CHANGES-2) opposite MOD #32.
- ☐ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3 (pink card).

PLEASE NOTE

In order to keep your agency's address and telephone number current in the CDC Directory, please refer to Part II on pages CDC-1 and -2. Following the CDC Directory in this chapter is an 'AGENCY DATA CORRECTION' form for you to use in keeping us informed. One form will be printed with each modification. This form should be completed and returned only if your agency's data is incorrect and needs to be changed. Please fill in all the blanks, even if only one field is incorrect. If you need extra forms, please contact Quality Control at (217) 782-7114 or CDC/KQC.

If you need to make LEADS Supervisor changes, contact your field advisor for the necessary forms.

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I N S T R U C T I O N S

MODIFICATION NUMBER: 31

DATE PUBLISHED: 10/83

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

1. In Volume 2 of your Manual, turn to page CHANGES-2 (pink card) and make sure that MOD #30 has been made. If there is no record that 30 was made, DO NOT PROCEED until you check with the LEADS Quality Control Staff at terminal KQC.
2. Please use ink to make the changes listed below and on the next page:

VOL.	CHAPTER	PAGE NO.	PEN & INK CHANGE
			The 'Published' date for all Pen & Ink changes should be 10/83.
I	6/VEHICLES (VEH)	VEH-100	CODES & SAMPLE ENTER D. <u>DATA FIELD REQUIREMENTS:</u> - Change VMO 'Required' to read: VMO 'Optional'.
	9/PERSONS (PERS)	PERS-50	IV. <u>"LOCATING" RECORDS</u> B. <u>WHEN IS LOCATING REQUIRED?</u> - Change second sentence to read: 'The four conditions are:'
		PERS-188	H. <u>ON ENTRY, DATA IS:</u> - Cross out 'VYR'. - Add 'VYR is not required unless a VIN is part of the vehicle entry data.'
II	19/GUNS (GUN)	GUN-150	GUN MAKE TABLE LUG Luger--SZ/EN/GE-- - Change second sentence to read: 'See instructions concerning Luger serial numbers on pages GUN-204 and -205.'
	20/ARTICLES (ART)	ART-42	VI. <u>SAMPLE ENTER MESSAGES</u> B. <u>ENTER PROBLEM 2 - Consecutively Serialized Stolen Article Sample Formatted Enter</u> - Change the MOD Field in the format to read: 'MAR 84'.

(Continued)

3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
✓ I	(Inside front cover)	1-i (1)	1-i (1)
✓	6/VEHICLES	✓ VEH-103 (1) ✓ VEH-107 (1) ✓ VEH-119 (1) ✓ VEH-141 (1)	VEH-103 (1) VEH-107 (1) VEH-119 (1) VEH-141 (1)
✓	7/VEHICLE REGISTRATIONS	✓ 1028-11 (1) ✓ 1028-33 (1)	1028-11 (1) 1028-33 (1)
✓	9/PERSONS	✓ PERS-155 thru -160 (3) ✓ PERS-169 thru -178 (5)	PERS-155 thru -160.1 (4) PERS-169 thru -178.5 (8)
✓	13/CRIMINAL HISTORIES	200.000 - 201.250 (10)	CHRI-i thru -148 (40)
✓ II	(Inside front cover)	2-i (1)	2-i (1)
✓	16/AGENCY/CDC DIRECTORY	CDC-6 (1) 'AGENCY DATA CORREC- TION' Form (1)	CDC-6 (1) 'AGENCY DATA CORREC- TION' Form (1)
✓	18/NLETS	NLETS-7 (1)	NLETS-7 (1)
✓	20/ARTICLES	(None)	ART-i thru -vi (3)

(Continued)

- ✓ 4. Sign the RECEIPT and mail to the address given.
- ✓ 5. Destroy the pages removed in Step 3.
- ✓ 6. Turn to the Changes Chapter (32) in Volume 2 and make an entry on the pink card (page CHANGES-2) opposite MOD #31.
- ✓ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3 (pink card).

PLEASE NOTE

In order to keep your agency's address and telephone number current in the CDC Directory, please refer to Part II on pages CDC-1 and -2. Following the CDC Directory in this chapter is an 'AGENCY DATA CORRECTION' form for you to use in keeping us informed. One form will be printed with each modification. This form should be completed and returned only if your agency's data is incorrect and needs to be changed. Please fill in all the blanks, even if only one field is incorrect. If you need extra forms, please contact Quality Control at (217) 782-7114 or CDC/KQC.

If you need to make LEADS Supervisor changes, contact your field advisor for the necessary forms.



To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

✓ 1. In Volume 2 of your Manual, turn to page CHANGES-2 (pink card) and make sure that MOD #29 has been made. If there is no record that 29 was made, DO NOT PROCEED until you check with the LEADS Quality Control Staff at terminal KQC.

✓ 2. Please use ink to make the changes listed below and on the next page:

VOL.	CHAPTER	PAGE NO.	PEN & INK CHANGE
✓ I	8/DRIVERS (1027)	1027-1	The 'Published' date for all Pen & Ink changes should be 4/83.
✓	9/PERSONS (PERS)	PERS-19	I. <u>WHAT THIS CHAPTER COVERS</u> - Add 'ILLINOIS SOS Soundex Inquiry'.
✓			<u>Line 8</u> - Change paragraph to read: 'contains the ORA's disposition (DIS). In a LEADS record on a missing person, the disposition may be 'TWF', signifying that transportation will be furnished or the DIS Field may be left blank. Following the Disposition Field is the description of a vehicle that is believed to be associated with the subject of this record.'
✓		PERS-58	<u>Part 2, Line 8</u> - Change to read: 'MKE/LOCATED PERSON-CAUTION'.
✓		PERS-66	3. <u>Disposition Determined</u> - Cross out second paragraph beginning 'An entering agency's disposition...'
✓		PERS-78	<u>PERSON TYPES INDEX</u> - Cross out 'LEM1' (5 times).
✓		PERS-86	<u>SAMPLE ENTER</u> D. <u>DATA FIELD REQUIREMENTS:</u> - Cross out 'LEM1 Any circumstances LEADS only.' - Change last line to read: 'DIS Optional TWF'.

VOL.	CHAPTER	PAGE NO.	PEN & INK CHANGE
I	9/PERSONS (PERS)	PERS-123	<u>BASIC MESSAGE KEYS</u> <u>ENTER, LEADS Only</u> - Cross out 'LEM1 (2)'.
		PERS-212	<u>GENERAL MODIFICATION INFORMATION</u> <u>B. WHAT CAN & CAN'T BE MODIFIED?</u> - Cross out '(3)' (twice). - Cross out footnote "(3) Code 'TWF' in a missing person record may not be modified."
II	16/AGENCY CDC DIREC- TORY (CDC)	CDC-6	<u>DIVISION OF STATE POLICE DISTRICT (ISP DIST) BOUNDARY MAP</u> - Change '11 Maryville' to '11 Collinsville'. - Change '16 Pecatonica' to '16 Rockford'.
		GUN-2	<u>I. INTRODUCTION</u> <u>F. DEPARTMENT OF OFFENSE WEAPON IDENTIFICATION</u> - Change third paragraph, first sentence to read: 'Illinois Law Enforcement Agencies may call (309) 794-4678 to request weapon information.'
	19/GUNS (GUN)	GUN-121	<u>FIELD DESCRIPTION & CODES</u> <u>J. PURPOSE AND USAGE</u> - Change first paragraph, second sentence to read: 'It tells the computer what kind of message you have sent it (inquiry, enter, etc.) and what files are involved.'
		GUN-164	<u>GUN CODE TABLE</u> - Cross out 'HUN WASP--GE/IT/SP--(Board of Hunter Arms, MAK was WAP.)'

3. Remove old pages and insert the new pages (enclosed) as follows:

(Continued)

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
I	(Inside front cover)	1-i	1-i (1)
	6/VEHICLES	VEH-37	VEH-37 (1)
		VEH-41 thru VEH-51.4	VEH-41 thru VEH-51.4 (7)
		VEH-57 thru VEH-64	VEH-57 thru VEH-64 (7)
		VEH-67 thru VEH-70	VEH-67 thru VEH-70 (3)
		VEH-75 thru VEH-92	VEH-75 thru VEH-91 (13)
		VEH-99	VEH-99 (1)
		VEH-103 thru VEH-111	VEH-103 thru VEH-107 (5)
		VEH-131 thru VEH-134	VEH-131 thru VEH-134 (2)
	7/VEHICLE REGISTRATIONS	1028-11	1028-11 (1)
		1028-83 thru 1028-88	1028-83 thru 1028-88 (3)
	8/DRIVERS	1027-i	1027-i thru 1027-iii (1)
		1027-41 thru 1027-46	1027-41 thru 1027-46 (3)
		(None)	1027-53 thru 1027-55 (2)
	9/PERSONS	PERS-1 thru PERS-4	PERS-1 thru PERS-4 (2)
		PERS-7	PERS-7 (1)
		PERS-13	PERS-13 (1)
		PERS-35	PERS-35 (1)
		PERS-121 thru PERS-124	PERS-121 thru PERS-124.1 (2)
		PERS-175	PERS-175 (1)
		PERS-187	PERS-187 (1)
II	(Inside front cover)	2-i thru 2-iv	2-i thru 2-iv (2)
	16/AGENCY/CDC DIRECTORY	CDC-10 thru CDC-23	CDC-10 thru CDC-25 (7)
		CDC-31 thru CDC-36	CDC-31 thru CDC-37 (4)
		(None)	'AGENCY DATA CORRECTION' (1)
	19/GUNS	GUN-137	GUN-137 (1)
		GUN-141 thru GUN-144	GUN-141 thru GUN-144 (2)
		GUN-147 thru GUN-160	GUN-147 thru GUN-160 (7)
		GUN-165	GUN-165 (1)
	20/ARTICLES	82.000 thru 83.995	ART-1 thru ART-165 (22)
		(Includes ARTICLE NAME-TYPE CODE DIC- TIONARY ART-1 thru ART-7.)	(46)

- ✓ 4. Sign the RECEIPT and mail to the address given.
- ✓ 5. Destroy the pages removed in Step 3 above.
- ✓ 6. Turn to the Changes Chapter (32) in Volume 2 and make an entry on the pink card (page CHANGES-2) opposite MOD #30.
7. Insert these INSTRUCTIONS immediately behind page CHANGES-3 (pink card).

PLEASE NOTE

In order to keep your agency's address and telephone number current in the CDC Directory, please refer to Part II on pages CDC-1 and -2. Following the CDC Directory in this chapter is an 'AGENCY DATA CORRECTION' form for you to use in keeping us informed. One form will be printed with each modification. If you need extra forms, please contact Quality Control at (217) 782-7114 or CDC/KQC.

I N S T R U C T I O N S

MODIFICATION NUMBER: 29

DATE PUBLISHED: 7/82

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

- ✓ 1. In Volume 2 (orange cover) of your Manual, turn to page CHANGES-2 (pink card) and make sure that MOD #28 has been made. If there is no record that 28 was made, DO NOT PROCEED until you check with the LEADS Quality Control Staff at terminal KQC.

- ✓ 2. Please use ink to make the changes listed below and on the next page:

VOLUME/ DIVIDER TAB	PAGE NO.	PEN & INK CHANGE
✓ 4 (Inside front cover or behind tab K)	BLUE-1	-Cross out the following 2 lines: "Stolen Articles File..." "Guns File..." -At the bottom of the page, cross out "7/81" and write "7/82".
✓ 4/ARTICLES	82.000	-Cross out "82.260" and write "Pages ART-1 thru -7". -At the bottom of the page, cross out "10/15/77" and write "7/82".
✓ 4/CCH	201.210	-Paragraph 201.210, cross out entire paragraph. -Paragraph 201.220, cross out entire paragraph. -At the bottom of the page, cross out "1/79" and write "7/82".

SPECIAL INSTRUCTIONS FOR ARTICLE CHAPTER

- ✓ 1. Remove the divider tab and pages 82.000 thru 83.995 (22 sheets), of the Article Chapter in Volume 4 of the old LEADS Manual.
- ✓ 2. Discard the divider tab and pages 82.260 thru 82.260F (4 sheets).
- ✓ 3. Punch 3 holes in the remaining pages so that they will fit in the new LEADS Manual (Volume 2).
- ✓ 4. Insert the new Article Name - Type Code Dictionary, pages ART-1 thru -7 (4 sheets, enclosed) between pages 82.230 and 82.265 and place the entire Article Chapter behind the ARTICLE tab (ART) in Volume 2.

(Continued on Reverse)

VOLUME/ DIVIDER TAB	PAGE NO.	PEN & INK CHANGE
✓ 2/BOATS	BOAT-312	-C. <u>REQUESTING AN OFF-LINE SEARCH</u> -- Cross out "Room 605, Stratton Building" and add "Lincoln Towers Building, 2nd Floor, 524 S. Second".
✓		-At the bottom of the page, cross out "7/81" and write in "7/82."

3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
✓ 4	GUNS	Divider page and 84.000 thru 85.710 (7)	(None)
✓ 2	(Inside front cover)	2-i (1)	2-i (1)
✓ 2	AGENCY/CDC DIRECTORY (CDC)	CDC-i thru CDC-5 (3)	CDC-i thru CDC-6 (4)
✓ 2	GUNS (GUN)	GUN-i (1) (None) (0) GUN-119 thru GUN-122 (2) GUN-125 thru GUN-128 (2) GUN-200 thru GUN-204 (3) GUN-207 thru GUN-210 (2) GUN-221 (1)	GUN-i thru GUN-vi (15) GUN-1 thru GUN-30 (15) GUN-119 thru GUN-122 (2) GUN-125 thru GUN-128 (2) GUN-199 thru GUN-204 (3) GUN-207 thru GUN-210 (2) GUN-221 thru GUN-232 (6)
✓ 1	GLOSSARY (GLOS)	GLOS-1 thru GLOS-53 (27)	GLOS-1 thru GLOS-56 (28)
✓ 1	VEHICLE REGISTRATIONS (1028)	1028-83 thru 1028-88 (3)	1028-83 thru 1028-88 (3)
✓ 1	DRIVERS (1027)	1027-9 (1) 1027-29 (1) 1027-41 thru 1027-44 (2)	1027-9 (1) 1027-29 (1) 1027-41 thru 1027-44 (2)

✓ 4. Sign the RECEIPT and mail to the address given.

✓ 5. Destroy the pages removed in Step 3 above.

✓ 6. Turn to the Changes Chapter (32) in Volume 2 (orange binder) and make an entry on the pink card (page CHANGES-2) opposite MOD #29.

7. Insert these INSTRUCTIONS immediately behind page CHANGES-3 (pink card).

I N S T R U C T I O N S

MODIFICATION NUMBER: 28

DATE PUBLISHED: 2/82

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

- _____ 1. In Volume 2 (orange cover) of your Manual, turn to page CHANGES-2 (pink card) and make sure that MOD #27 has been made. If there is no record that 27 was made, DO NOT PROCEED until you check with the LEADS Quality Control Staff at terminal KQC.

- _____ 2. Please use ink to make the changes listed below and on the next page:

VOLUME/ DIVIDER-TAB	PAGE NO.	PEN & INK CHANGE
4/CCH	200.005	<p>-Cross out the following lines:</p> <p>"CQR INQUIRIES... 201.210" ✓</p> <p>"CQR RESPONSES... 201.230" ✓</p> <p>"CQR ERROR MESSAGES... 201.250" ✓</p> <p>"AVAILABILITY OF CQR INQUIRIES... 201.260" ✓</p> <p>-At the bottom of the page, cross out "11/78" and write in "2/82" ✓</p>
	201.000	<p>-Paragraph 201.000, cross out "CQR - Computerized Complete Jacket request." ✓</p> <p>To "*Note - Use CQIL when contacting the B of I directly for CHRI.", add "If complete transcript is needed, please specify." ✓</p> <p>-At the bottom of the page, cross out "7/79" and write in "2/82." ✓</p>

(Continued on Reverse)

VOLUME/ DIVIDER TAB	PAGE NO.	PEN & INK CHANGE
	201.070	<p>-Paragraph 201.070, Line (4) "Purpose Code, i.e. PUR/C", cross out "PUR/C" and add "Same as for CQCQ". ✓</p> <p>-Paragraph 201.070, Line (6) "The remainder of the message is free text." Add "Maximum of 1,926 characters". ✓</p> <p>-Paragraph 201.090, Line (3) "Purpose Code, C indicates Criminal Justice." Add "Same as for CQCQ". ✓</p> <p>-Paragraph 201.090, Line (5) "Your response 940 characters." Cross out "940" and write in "1926". ✓</p> <p>-At the bottom of the page, cross out "1/79" and write in "2/82". ✓</p>
	201.200	<p>-Paragraph 201.200, cross out "Procedure for CQR Inquiry" and the following three paragraphs.</p> <p>-At the bottom of the page, cross out "11/78" and write in "2/82". ✓</p>
1/VEHICLES	VEH-172	<p>-B. <u>PURGE SCHEDULE</u>, cross out "See Appendix A of the 'old' LEADS Operating Manual (white cover) for the specific purge schedule." and add "See Appendix B of APPENDICES, Chapter 14, Volume 1." ✓</p> <p>-At the bottom of the page, cross out "7/81" and write in "2/82". ✓</p>

3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
1	(Inside front cover)	1-i (1)	1-i (1) ✓
1	LICENSE PLATES (LIC)	LIC-5 thru LIC-8 (2) LIC-13 (1) LIC-29 (1) LIC-37 (1) LIC-125 (1)	LIC-5 thru LIC-8 (2) LIC-13 (1) LIC-29 (1) LIC-37 (1) LIC-125 (1)
1	VEHICLES (VEH)	VEH-ii thru VEH-v (2) VEH-31 (1) VEH-39 thru VEH-96 (36) VEH-101 (1) VEH-133 (1) VEH-141 (1)	VEH-ii thru VEH-v (2) VEH-31 (1) VEH-39 thru VEH-96 (39) VEH-101 (1) VEH-133 (1) VEH-141 (1)

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
1	VEHICLE REGISTRATIONS (1028)	1028-i thru 1028-iii (2) 1028-1 thru 1028-4 (2) 1028-9 thru 1028-12 (2) 1028-17 thru 1028-91 (12)	1028-i thru 1028-iv (2) 1028-1 thru 1028-4 (2) 1028-9 thru 1028-12 (2) 1028-17 thru 1028-91 (24)
1	DRIVERS (1027)	1027-23 thru 1027-40 (5)	1027-23 thru 1027-40 (7)
1	PERSONS (PERS)	PERS-129 (1)	PERS-129 (1)
2	AGENCY/CDC DIRECTORY (CDC)	CDC-10 thru CDC-35 (10)	CDC-10 thru CDC-36 (11)
2	GUNS (GUN)	GUN-121 (1) GUN-131 thru GUN-162 (16)	GUN-121 (1) GUN-31 thru GUN-162 (16)

- ☒ 4. Sign the RECEIPT and mail to the address given.
- ☒ 5. Destroy the pages removed in Step 3 above.
- ☒ 6. Turn to the Changes Chapter (32) in Volume 2 (orange binder) and make an entry on the pink card (page CHANGES-2) opposite MOD #28.
- ☒ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3 (pink card).

I N S T R U C T I O N S

MODIFICATION NUMBER: 27

DATE PUBLISHED: 11/81

To be sure you have a complete, up-to-date set of LEADS Manuals, please check off each step as you complete it before going on to the next step.

_____ 1. In Volume 2 (orange cover) of your Manual, turn to page CHANGES-2 (pink card) and make sure that MOD #26 has been made. If there is no record that 26 was made, DO NOT PROCEED until you check with the LEADS Quality Control Staff at terminal KQC.

_____ 2. Please use ink to make the changes listed below and on the next page:

VOLUME/ DIVIDER TAB	PAGE NO.	PEN & INK CHANGE
3/(Inside front cover)	WHITE-1	<p>-Cross out the following 5 lines:</p> <p>"Wanted/Missing Persons File... 92.000" ✓</p> <p>"Appendix A* -- Purge Schedule... A-1" ✓</p> <p>"NCIC Field Codes... 1b" ✓</p> <p>"Personal Descriptors... 139" ✓</p> <p>"*There is also an Appendix A in Volume 1 entitled, 'Teletype Operators and this Reference Manual'."</p> <p>-At the bottom of the page, cross out "7/81" and write "11/81". ✓</p>
3/APPENDICES	Table of Contents (No page no.)	<p>-Cross out the following line:</p> <p>"Appendix A -- Purge Schedule... A-1" ✓</p> <p>-At the bottom of the page, cross out "8/15/77" and write "11/81". ✓</p>

(Continued on Reverse)

I N S T R U C T I O N S

Page 2

3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
1	(Inside front cover)	1-i (1)	1-i (1) ✓
1	VEHICLES (VEH)	VEH-141 thru VEH-143 (2)	VEH-141 thru VEH-143 (2) ✓
1	PERSONS (PERS)	(None)	PERS-i thru PERS-222 (87) ✓
1	PERSONAL DESCRIPTORS (PCODE)	Divider page (1) (Personal Descriptor information is included as part of the Persons Chapter.)	(None) ✓
1	APPENDICES (APPX)	APPX-i (1)	APPX-i (1) ✓
1	APPENDICES (APPX)	(None)	APPX-4 (1) ✓
3	PERSONS (blue)	Divider page and 92.000 thru 94.095 (13)	(None) ✓
3	APPENDICES (blue)	A-1 (Purge Schedule) (1)	(None) ✓
3	PERSONAL DESC. (pink)	Divider page and 139 thru 158 (24)	(None) ✓

✓ 4. Sign the RECEIPT and mail to the address given.

✓ 5. Destroy the pages removed in Step 3 above.

✓ 6. Turn to the Changes Chapter (32) in Volume 2 (orange binder) and make an entry on the pink card (page CHANGES-2) opposite MOD #27.

✓ 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3 (pink card).

I N S T R U C T I O N S

MODIFICATION NUMBER: 26

DATE PUBLISHED: 7/81

To be sure you have a complete, up-to-date set of LEADS Manuals, do only one step and check it off before going on to the next step.

1. In Volume 2 (orange cover) of your Manual, turn to page CHANGES-2 (pink card) and make sure that MOD #25 has been made. If there is no record that 25 was made, DO NOT PROCEED until you check with the LEADS Quality Control Staff at terminal KQC.

2. Using a ball point pen, make the changes listed below and on the next page:

VOLUME/ DIVIDER TAB	PAGE NO.	PEN & INK CHANGE
3/(Inside front cover)	WHITE-1	<ul style="list-style-type: none"> ✓ Cross out the following 5 lines: <ul style="list-style-type: none"> "License Plates File... 86.000" "Codes Index... vii" "Message Key Codes... 1" "State Codes... 3" "Foreign Country Codes... 4" ✓ At the bottom of the page, cross out "12/80" (in ink) and write in "7/81".
3/PERSONS (blue) (B)	92.015	<ul style="list-style-type: none"> ✓ On the line beginning with "POB", cross out "(P3-7c)*" and write "(See Volume 1, page VEH-137)". ✓ At the bottom of the page, cross out "1/79" (in ink) and write in "7/81".
4/(Inside front cover or behind tab K)	BLUE-1	<ul style="list-style-type: none"> ✓ Cross out three complete lines that begin as follows: <ul style="list-style-type: none"> "Message Types..." "Stolen Boats File..." "Firearms/Gun Codes" ✓ At the bottom of the page next to "Published", cross out "12/79" (ink) and write "7/81".
4/GUNS (N)	84.000	<ul style="list-style-type: none"> ✓ Write the following sentence across the top of the page, "For all codes and field descriptions, see Chapter 19 in Volume 2." ✓ At the very bottom of the page next to "84.000", write "7/81".
	84.010	<ul style="list-style-type: none"> ✓ In the second line of the sample message under "TYP", cross out "PA" and write "PI". ✓ At the very bottom of the page next to "84.010", write "7/81".

(Continued on Reverse)

VOLUME/ DIVIDER TAB	PAGE NO.	PEN & INK CHANGE
4/GUNS (N) (Cont'd.)	84.120	✓ In the fourth line of the message, cross out "PA" and write "PI". ✓ At the very bottom of the page next to "84.020", write "7/81".
	84.360	✓ In the second line of the message, cross out "PA" and write "PI". ✓ At the very bottom of the page, cross out "11/78" and write "7/81".
	85.540	✓ In the second line of the message, cross out "PA" and write "PI". ✓ At the very bottom of the page, cross out "3/79" (in ink) and write "7/81".

3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
1	(Inside front cover)	1-i ✓ (1)	1-i (1)
1	LICENSE PLATES (LIC)	(none) ✓ (0)	LIC-i thru LIC-159 (32)
1	VEHICLES (VEH)	VEH-i ✓ (1) VEH-3 thru VEH-18 ✓ (8) VEH-41 thru VEH-51.4 ✓ (6) VEH-53 thru VEH-70 ✓ (10) VEH-73 thru VEH-92 ✓ (12) VEH-127 ✓ (1) VEH-133 thru VEH-136 ✓ (2) VEH-141 thru VEH-152 ✓ (6) VEH-162 ✓ (1) VEH-171 thru VEH-173 ✓ (2)	VEH-i ✓ (1) VEH-3 thru VEH-18 (9) VEH-41 thru VEH-51.4 (6) VEH-53 thru VEH-70 (11) VEH-73 thru VEH-92 (14) VEH-127 (1) VEH-133 thru VEH-136 (2) VEH-141 thru VEH-152 (6) VEH-162 (1) VEH-171 thru VEH-173 (2)
1	VEHICLE REGISTRATIONS (1028)	1028-5 thru 1028-12 ✓ (4)	1028-5 thru 1028-12 (4)
1	DRIVERS (1027)	1027-11 ✓ (1) 1027-47 ✓ (1)	1027-11 (1) 1027-47 (1)
2	(Inside front cover)	2-i ✓ (1)	2-i thru 2-iv (2)
2	AGENCY/CDC DIRECTORY (CDC)	CDC-10 thru CDC-35 ✓ (9)	CDC-10 thru CDC-35 (10)
2	NLETS	NLETS-7 ✓ (1) NLETS-11 ✓ (1)	NLETS-7 (1) NLETS-11 (1)
2	BOATS (BOAT)	(none) ✓ (0)	BOAT-i thru BOAT-312 (53)
2	GUNS (GUN)	(none) ✓ (0)	GUN-i thru GUN-221 (34)

(Continued on Next Page)

INSTRUCTIONS

Page 3

VOLUME #	CHAPTER NAME ON DIVIDER TAB	REMOVE PAGE(S) (NO. OF SHEETS)	INSERT PAGE(S) (NO. OF SHEETS)
3	LICENSE (blue) (A)	✓ Divider page and 86.000 thru 87.790 (7)	(none) (0)
3	CODE INDEX (pink) (F)	✓ Divider page and vii thru x (3)	(none) (0)
3	MESSAGE KEY CODES (pink) (G)	✓ Divider page and 1 thru 11-AAA (3)	(none) (0)
3	STATE CODES (pink) (I)	✓ Divider page and 3 (2)	(none) (0)
3	FOREIGN COUNTRY CODES (I)	✓ Divider page and 4 thru 7 (4)	(none) (0)
4	MESSAGE TYPES/DESCRIPTION (blue) (L)	✓ Divider page and 73.000 thru 77.700 (6)	(none) (0)
4	BOATS (blue) (P)	✓ Divider page and 101.000 thru 101.350 (7)	(none) (0)
4	FIREARM CODES (pink) (V)	✓ Divider page and 79 thru 133 (29)	(none) (0)
4	BOAT CODES (pink) (XYZ)	✓ Divider page and 177 (2)	(none) (0)

- ✓ 4. Sign the RECEIPT and mail to the address given.
- ✓ 5. Destroy the pages removed in Step 3 above.
- ✓ 6. Turn to the Changes Chapter (32) in Volume 2 (orange binder) and make an entry on the pink card (page CHANGES-2) opposite MOD #26.
- 7. Insert these INSTRUCTIONS immediately behind page CHANGES-3 (pink card).

INSTRUCTIONS FOR LEADS MANUAL MODIFICATION

MODIFICATION NUMBER: 25

DATE PUBLISHED: 12/80

To be sure you have a complete, up-to-date set of LEADS Manuals, do each step and then check it off before going on to the next step.

1. In Volume 2 (orange cover), turn to page CHANGE-2 (pink card) and make sure that MOD #24 has been made. If there is no record that 24 was made, DO NOT PROCEED until you check with the LEADS Quality Control Staff at terminal KQC.

2. Using a ball point pen, make the changes listed below:

VOLUME/ DIVIDER TAB	PAGE NO.	PEN & INK CHANGE
3/(Inside front cover)	WHITE-1	✓Cross out the entire 5th line, "Secretary of State ... 250.000". ✓At the bottom of the page, cross out "3/79" and write in "12/80".

(Continued on Reverse)

3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	PAGE(S) TO BE REMOVED	PAGE(S) TO BE INSERTED
1	(Inside front cover)	✓1-i	1-i
1	GLOSSARY (2)	✓GLOS-15 thru -18 ✓GLOS-25 ✓GLOS-39 thru -44	GLOS-15 thru -18 GLOS-25 GLOS-39 thru -44
1	VEHICLES (6)	✓VEH-41 thru -51.4 ✓VEH-53 thru -98 ✓VEH-101 ✓VEH-127 ✓VEH-135 thru -140 ✓VEH-147 thru -152 ✓VEH-163	VEH-41 thru -51.4 VEH-53 thru -98 VEH-101 VEH-127 VEH-135 thru -140 VEH-147 thru -152 VEH-163
1	VEHICLE REGISTRATIONS (7)	1028-i ✓1028-17 thru -84	1028-i 1028-17 thru -84
1	DRIVERS (8)	✓(none)	1027-i thru -52
2	AGENCY/CDC DIRECTORY (16)	✓CDC-4	CDC-4
2	DIRECTED/ADMIN MSG'S (17)	✓TYPE3-5	TYPE3-5
2	NLETS (18)	✓NLETS-9	NLETS-9
3	UNIFORM CRIME REPORTS (D)	✓250.000 thru 250.495 (none)	

4. Sign the RECEIPT and mail to the address given.

✓ 5. Destroy the pages removed in Step 3 above.

✓ 6. Turn to the Changes Chapter (32) in Volume 2 (orange binder) and make an entry on the pink card (MODIFICATION REGISTER) opposite MOD #25.

✓ 7. Insert these INSTRUCTIONS immediately behind CHANGES-3 (pink card).

INSTRUCTIONS FOR LEADS MANUAL MODIFICATION

MODIFICATION NUMBER: 24

DATE PUBLISHED: 8/80

To be sure you have a complete, up-to-date set of LEADS Manuals, do each step and then check it off before going on to the next step.

- ✓ 1. In Volume 2 (orange cover), turn to page CHANGE-2 (pink card) and make sure that MOD #23 has been made. If there is no record that 23 was made, DO NOT PROCEED until you check with the LEADS Quality Control Staff at terminal KQC.

- ✓ 2. Using a ball point pen, make the changes listed below:

VOLUME/ DIVIDER TAB	PAGE NO.	PEN & INK CHANGE
1/VEHICLES (6)	VEH-vii	✓ Cross out "LICENSE PLATE - LICENSE TYPE CODING INSTRUCTIONS TABLE". ✓ At the bottom of the page, cross out "3/79" and write in "8/80".
3/UCR	250.000	✓ Cross out the lines that refer to pages 250.010 thru 250.070, 250.300 thru 250.340 and 250.410 thru 250.440. ✓ At the bottom of the page, cross out "7/78" and write in "8/80".
3/UCR	250.010	✓ Cross out entire page. ✓ At the bottom of the page, cross out "1/79" and write in "8/80".
3/UCR	250.430	✓ Cross out paragraphs 250.430 and 250.440. ✓ At the bottom of the page, cross out "2/78" and write in "8/80".
4/FOID WEATHER	104.000	✓ Paragraph 104.160, line 3, cross out "FYW" (corrected in Modification #23) and write in "KYW". ✓ Paragraph 104.180, line 5, cross out "FYW" (corrected in Modification #23) and write in "KYW". ✓ At the bottom of the page, cross out "4/80" and write in "8/80".

(Continued on Reverse)

3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	PAGE(S) TO BE REMOVED	PAGE(S) TO BE INSERTED
1	(Inside front cover)	✓ 1-i	1-i thru 1-ii
1	VEHICLES (6)	✓ VEH-25 thru -28 ✓ VEH-43 thru -44 ✓ VEH-47 thru -48 ✓ VEH-51.5 thru -58 ✓ VEH-69 thru -70 ✓ VEH-74.5 ✓ VEH-121 thru -122 ✓ VEH-141 thru -146 ✓ VEH-173 thru -189	VEH-25 thru -28 VEH-43 thru -44 VEH-47 thru -48 VEH-51.5 thru -58 VEH-69 thru -70 VEH-74.5 VEH-121 thru -122 VEH-141 thru -146 VEH-173
	VEHICLE REGISTRATIONS (7)	✓ 1028-i thru -81	1028-i thru -91
2	AGENCY/CDC DIRECTORY (16)	✓ CDC-10 thru -35	CDC-10 thru -35
3	UNIFORM CRIME REPORTS	✓ 250.032 thru 250.070 (none) ✓ 250.300 thru 250.420 (none)	

✓ 4. Sign the RECEIPT and mail to the address given.

✓ 5. Destroy the pages removed in Step 3 above.

✓ 6. Turn to the Changes Chapter (32) in Volume 2 (orange binder) and make an entry on the pink card (MODIFICATION REGISTER) opposite MOD #24.

✓ 7. Insert these INSTRUCTIONS immediately behind CHANGES-3 (pink card).

INSTRUCTIONS FOR LEADS MANUAL MODIFICATION

MODIFICATION NUMBER: 23

DATE PUBLISHED: 4/80

To be sure you have a complete, up-to-date set of LEADS Manuals, do each step and then check it off before going on to the next step.

- _____ 1. In Volume 2 (orange cover), turn to page CHANGE-2 (pink card) and make sure that MOD #22 has been made. If there is no record that 22 was made, DO NOT PROCEED until you check with the LEADS Quality Control Staff at terminal KQC.
- _____ 2. Using a ball point pen, make the changes listed below:

VOLUME/ DIVIDER TAB	PAGE NO.	PEN & INK CHANGE
1/VEHICLES (6)	VEH-56	<input checked="" type="checkbox"/> Cross out "MOTO CYL Motocross".. <input checked="" type="checkbox"/> At the bottom of the page, cross out "12/79" and write in "4/80".
4/ARTICLES (M)	82.260D	<input checked="" type="checkbox"/> Change TYPE CODE for Saxophone to "MSAXOPH". <input checked="" type="checkbox"/> At the bottom of the page, cross out "10/15/77" and write in "4/80".
FOID/ WEATHER (S)	104.000	<input checked="" type="checkbox"/> Paragraph 104.160, line 3, cross out "FYF or FYG." and write in "FYW." <input checked="" type="checkbox"/> Paragraph 104.180, line 5, cross out "FYF or FYG." and write in "FYW." <input checked="" type="checkbox"/> At the bottom of the page, cross out "2/78" and write in "4/80."

CONTINUED ON REVERSE

✓ 3. Remove old pages and insert the new pages (enclosed) as follows:

VOLUME #	CHAPTER NAME ON DIVIDER TAB	PAGE(S) TO BE REMOVED	PAGE(S) TO BE INSERTED
1	(Inside front cover)	✓ 1-i	1-i
	GLOSSARY (2)	✓ GLOS-25 ✓ GLOS-35 thru -38	GLOS-25 GLOS-35 thru -38
	VEHICLES (6)	✓ VEH-0 thru -v ✓ VEH-1 thru -4 ✓ VEH-11 thru -18 ✓ VEH-21 ✓ VEH-29 ✓ VEH-35 thru -42 ✓ VEH-59 thru -66 ✓ VEH-101 thru -106 ✓ VEH-119 thru -122 ✓ VEH-127 thru -136 ✓ VEH-153	VEH-0 thru -v VEH-1 thru -4 VEH-11 thru -18 VEH-21 VEH-29 VEH-35 thru -42 VEH-59 thru -66 VEH-101 thru -106 VEH-119 thru -122 VEH-127 thru -136 VEH-153
	VEHICLE REGISTRATIONS (7)	✓ (none)	1028-i thru 1028-81
2	AGENCY/CDC DIRECTORY (16)	✓ CDC-10 thru -35	CDC-10 thru -35
	DIRECTED/ADMIN MSG'S (17)	✓ TYPE3-9	TYPE3-9
	CHANGES (32)	✓ (none)	CHANGES-0 (3 copies)
3	NCIC FIELD CODES (H)	✓ Divider sheet 1b, 2, and 2-A	(none) (none)

✓ 4. Sign the RECEIPT and mail to the address given.

✓ 5. Destroy the pages removed in Step 3 above.

6. Turn to the Changes Chapter (32) in Volume 2 (orange binder) and make an entry on the pink card (MODIFICATION REGISTER) opposite MOD #23.

7. Insert these INSTRUCTIONS immediately behind CHANGES-3 (pink card).

INSTRUCTIONS FOR LEADS MANUAL MODIFICATION

MODIFICATION NUMBER: 22

DATE PUBLISHED: 12/79

To be sure you have a complete, up-to-date set of LEADS Manuals, do each step and then check it off before going on to the next step.

- ✓ 1. In Volume 2 (orange cover), turn to page CHANGE-2 (pink card) and make sure that MOD #21 has been made. If there is no record that 21 was made, DO NOT PROCEED until you check with the LEADS Quality Control Staff at terminal KQC.
- ✓ 2. Using a ball point pen, make the changes listed below:

BINDER COLOR

DIVIDER TAB	PAGE NO.	PEN & INK CHANGE
BLUE (inside front cover) ✓	BLUE-1	-Strike out "Directed and Administrative 79.000." -At the bottom of the page, change Published to "12/79."

3. Remove old pages and insert the new pages (enclosed) as follows:

BINDER COLOR	CHAPTER NAME ON DIVIDER TAB	PAGES TO BE REMOVED	PAGES TO BE INSERTED
GREEN	GLOSSARY	(none)	GLOS-43 ✓
	VEHICLES	VEH-29 VEH-41 thru 48 VEH-53 thru 60 VEH-67 VEH-74.5 VEH-95	VEH-29 ✓ VEH-41 thru 48 ✓ VEH-53 thru 60 ✓ VEH-67 ✓ VEH-74.5 ✓ VEH-95 ✓
ORANGE	TABLE OF CONTENTS	2-i	2-i ✓
	AGENCY/CDC DIRECTORY	CDC-10 thru 35	CDC-10 thru 35 ✓
	DIRECTED/ADMINISTRATIVE	(none)	TYPE3-i thru 101 ✓
	NLETS	(none)	NLETS-i thru 53 ✓
BLUE	MESSAGE TYPES/DESCRIPTION	78.000	(none) ✓
	DIRECTED/ADMINISTRATIVE	divider thru 79.340	(none) ✓

- ✓ 4. Sign the RECEIPT and mail to the address given.
- ✓ 5. Destroy the pages removed in Step 3 above.
6. Turn to the Changes Chapter (32) in Volume 2 (orange binder) and make an entry on the pink card (MODIFICATION REGISTER) opposite MOD #22.
7. Insert these INSTRUCTIONS immediately behind CHANGES-3 (pink card).

10/10/10 10:10:10

10/10/10 10:10:10

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10/10/10 10:10:10

10/10/10 10:10:10

INSTRUCTIONS FOR LEADS MANUAL MODIFICATION

MODIFICATION NUMBER: 20/21

DATE PUBLISHED: 7/79

To be sure you have a complete, up-to-date set of LEADS Manuals, do each step and then check it off before going on to the next step.

1. In Volume 2 (orange cover), turn to page CHANGE-2 (pink card) and make sure that MOD #19 has been made. If there is no record that 19 was made, DO NOT PROCEED until you check with the LEADS Quality Control Staff at terminal KQC.
2. Using a ball point pen, make the changes listed below. Check off each change as soon as you finish it.

<u>BINDER COLOR</u>	<u>DIVIDER TAB</u>	<u>PAGE NO.</u>	<u>PEN & INK CHANGE</u>
<u>GREEN BINDER</u>			
VEHICLES	VEH-188		<ul style="list-style-type: none"> ✓ Opposite "Amateur Radio" in <u>both</u> columns headed "(LIT) LIC Type," change the AM to AR. ✓ Change the Published Date to 7/79.
<u>WHITE BINDER</u>			
LICENSE	86.010		<ul style="list-style-type: none"> ✓ Under column headed "DATA TO BE PUT IN FIELD" following "LICENSE YEAR EXPIRED," cross out "(P8)*" and write in "VEH-135." ✓ Under the same column, cross out "(P3)*" and write in "VEH-136." ✓ Under the same column following "LICENSE TYPE," cross out "(Para. 88.015)" and write in "VEH-141." ✓ At the bottom of page 86.010, cross out "1/79" and write in "7/79"
PERSONS	92.000		<ul style="list-style-type: none"> ✓ Opposite "DUPLICATE ENTRIES," correct the PARAGRAPH number to read "92.420." ✓ At the bottom of the page, cross out "3-1-77" and write in "7/79."
	92.200		<ul style="list-style-type: none"> ✓ In the 5th line from the bottom of the page, change "SOS" to read "SOC." ✓ At the bottom of the page, cross out "4-15-77" and write in "7/79."

CONTINUED ON THE OTHER SIDE

INSTRUCTIONS (continued)

3. Remove old pages and insert the new pages (enclosed) according to the following table.

BINDER COLOR	CHAPTER NAME ON DIVIDER TAB	PAGES TO BE REMOVED	PAGES TO BE INSERTED
Green (1)	(Inside front cover) ✓	1-i	1-i
	GLOSSARY ✓	(None)	GLOS-1 thru GLOS-53 (GLOS-43 & 44 intentionally omitted)
	VEHICLES ✓	VEH-iv VEH-3 VEH-29 VEH-33 thru VEH-44 VEH-47 thru VEH-58 VEH-61 VEH-65 thru VEH-68 VEH-73 VEH-97 thru VEH-100 VEH-103 thru VEH-106 VEH-121 thru VEH-126 VEH-129 VEH-133 VEH-145 thru VEH-150	VEH-iv VEH-3 VEH-29 VEH-33 thru VEH-44 VEH-47 thru VEH-58 VEH-61 VEH-65 thru VEH-68 VEH-73 thru VEH-74.5 VEH-97 thru VEH-100 VEH-103 thru VEH-106 VEH-121 thru VEH-126 VEH-129 VEH-133 VEH-145 thru VEH-150
Orange (2)	AGENCY/CDC DIRECTORY ✓	CDC-10 thru CDC-35	CDC-10 thru CDC-35
Blue (4)	COMPUTERIZED CRIMINAL HISTORIES ✓	201.000	201.000

- ✓ 4. Sign the RECEIPT and mail to the address given.
- ✓ 5. Destroy the pages removed in Step 3 above.
- ✓ 6. Turn to the Changes Chapter (32) in Volume 2 (orange binder) and make an entry on the pink card (MODIFICATION REGISTER) opposite both MOD #20 and MOD #21.
- ✓ 7. Insert these INSTRUCTIONS immediately behind the pink card in Changes Chapter (32).

INSTRUCTIONS FOR LEADS MANUAL MODIFICATION

MODIFICATION NUMBER: 19

MODIFICATION DATE: 3/79

To be sure you have a complete, up-to-date set of LEADS Manuals, do each step and then check it off before going on to the next step.

✓ 1. Check what you have received against the LIST OF CONTENTS to be sure nothing was omitted. If you come up short, notify terminal KQC of the error.

✓ 2. Check the label on the cover of each binder to insure that you have received the manuals issued to your agency. Also, compare the Serial No. on Volume 1 and Volume 2; they should be identical, including the suffix letter. If there is any error, notify terminal KQC.

✓ 3. It is recommended that you cross out the number on your "old" blue manual (it won't be used in the future) and affix the new Serial No. to both the white and blue manuals. This will give you a complete, 4-volume set, all with the same number.

✓ 4. Check the old LEADS MANUAL MODIFICATION REGISTER to be sure all previous modifications have been made through Mod. 18. If they have, continue to Step 2. If there is no entry in the REGISTER for a previous modification, do NOT proceed! Instead, follow the instructions in HELP File message LHR.MAN. or call your Field Advisor.

✓ 5. Remove the LEADS MANUAL MODIFICATION REGISTER from the white binder, punch 3 holes in the margin, and insert in Volume 2 (orange binder) in the CHANGES Chapter behind the PINK card.

6. Follow the table below, line by line, removing old pages and inserting new pages.

BINDER COLOR	CHAPTER NAME ON DIVIDER TAB	PAGES TO BE REMOVED	PAGES TO BE INSERTED
White	✓ (Inside front cover)	TABLE OF CONTENTS	WHITE-1
	✓ VEHICLES	DIVIDER TAB SHEET	(None)
		88.000-90.995 (12 sheets)	(None)
	✓ PERSONS	92.320	92.340
	✓ DIRECTOR	DIVIDER TAB SHEET	(None)
		105.000-105.080 (9 sheets)	(None)
	✓ APPENDICIES	B2-7	B2-7
	✓ VEHICLE CODES	B7-5 - B7-8 (2 sheets)	B7-5 (2 sheets)
Blue		DIVIDER TAB SHEET	(None)
		8 - 781 (63 sheets)	(None)
	(Inside front cover)	(None)	BLUE-1
	✓ RULES AND POLICY	DIVIDER TAB SHEET	(None)
		40.000-50.420 (6 sheets)	(None)

CONTINUED ON THE OTHER SIDE

INSTRUCTIONS (Continued)

7. Using a ball point pen, follow the table below, making the changes indicated.

<u>BINDER COLOR</u> <u>DIVIDER TAB</u>	<u>PAGE NO.</u>	<u>PEN & INK CHANGE</u>
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<u>WHITE BINDER</u> <u>LICENSE</u>	86.180	✓Delete the entire second paragraph (86.200). ✓At the bottom of the page, cross out "1/01/75" and write in "3/79".
	87.280	✓Delete the entire last paragraph (87.490). ✓At the bottom of the page, write in "3/79".
	87.500	✓Delete the entire second paragraph (87.510). ✓At the bottom of the page, write in "3/79".
<u>PERSONS</u>	93.560	✓Delete the Sample Printout for a Cancelled Record, paragraph 93.650. ✓At the bottom of the page, cross out "12-1-76" and write in "3/79".
	93.657	✓Delete paragraph 93.670. ✓At the bottom of the page, cross out "10/1/75" and write in "3/79".
<u>BLUE BINDER</u> <u>ARTICLES</u>	82.230	✓In paragraph 82.250, third line, cross out the word "should" and insert the word "must". ✓At the bottom of the page, cross out "12/15/77" and write in "3/79".
	82.260E	✓Change the TYPE CODE for a Toolbox to "ETOO LB". ✓At the bottom of the page, delete "10/15/77" and write in "3/79".
	83.450	✓Delete the Sample Hit for a Cancelled Record and the paragraph, "If the record...in the miscellaneous field." ✓At the bottom of the page, delete "10/15/77" and write in "3/79".
<u>GUNS</u>	85.380	✓Delete paragraphs 85.550 (Sample Hit) and 85.565. ✓At the bottom of the page, delete "1/01/75" and write in "3/79".
<u>SECURITIES</u>	99.310	✓Delete paragraphs 99.310 (Sample Hit) and 99.330. ✓At the bottom of the page, write in "3/79".

8. Sign the RECEIPT and mail to the address given.

9. Destroy the pages removed in Step 6 above.

10. Turn to the Changes Chapter (32) in Volume 2 (orange binder) and make an entry on the pink card (MODIFICATION REGISTER) opposite MOD #19.

11. Insert these instructions immediately behind the pink card in Changes Chapter (32).

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